

# CHIEF FINANCE AND OPERATIONS OFFICER SEARCH

**VIEWPOINT SCHOOL**

Calabasas, California

[viewpoint.org](http://viewpoint.org)

Start Date: July 2025



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

To create exceptional readiness for extraordinary futures by cultivating the critical skill set, courageous mindset, and resilient identity of each individual Viewpoint student.

# Vision

A SCHOOL where tradition connects us and innovation propels us  
A COMMUNITY where families value unity in diversity  
A WORLD where education changes lives.

# Values

Love, Honor, Excellence, Imagination, and Optimism

## At a Glance



Established  
**1961**



Enrollment  
**1,200**



Total faculty  
**151**



Campus size  
**40 acres**



Students of color  
**51%**



Financial aid awarded  
**\$6.5M**



Average Faculty Tenure  
**18 years**

Zip codes represented: 90

Faculty of color: 27%

Students receiving aid: 19%

Endowment: \$26M

Annual operating budget: \$60M



## Overview

Viewpoint School is a vibrant TK-12 learning community of 1200 students located in the foothills of the Santa Monica Mountains in Calabasas, CA. Upon entering the campus, one sees Viewpoint's mission of *creating exceptional readiness for extraordinary futures* at the center of its curriculum, and indeed, its culture. The driver of this vision and exceptional school is its Head of School, Mark McKee. Mark has taken the school to new heights over the past decade and has built out a curriculum centered on world readiness through academic depth, inspired leadership, global citizenship, and resilient identity. Mark has also recruited and supported an exceptional faculty, staff, and administrative leadership team. Of note, for the past three years, Viewpoint has been named by @bestcompaniesgroup as one of the Top 100 Workplaces in Southern California.

Viewpoint's history dates to 1961 when it opened its doors to 24 students on a small campus in Encino, CA. From its founding, Viewpoint has been focused on impacting students through a combination of academic richness and holistic development. The campus of today in Calabasas, CA is extensive and well equipped to deliver an impactful experience for each student and each family. Located within 30 miles of Los Angeles and bordered by Woodland Hills, Topanga, and Malibu, the school is an enclave unto itself, within a beautiful setting surrounded by California Oak Trees. Viewpoint's reputation as a leader in independent school education continues to develop both locally and nationally.

Now, Viewpoint seeks an experienced, mission-aligned, and proactive leader to serve as Chief Finance and Operations Officer (CFOO). Reporting directly to Head of School Mark McKee and serving as a member of the senior leadership team, the CFOO will oversee all aspects of Viewpoint's financial health and future as well as the day-to-day operations of Viewpoint's campus. The CFOO will also partner closely with Viewpoint's Board of Trustees. The ideal candidate is a dynamic leader with a proven record of accomplishment of success, and who engages professionally and productively with all the school's constituencies. Possessing qualities of integrity, credibility and commitment to the school's mission, the Chief Finance and Operations Officer will possess a sharp vision, strong leadership, and the ability to collaborate productively with the Viewpoint community.





## Opportunities and Challenges

The appointed Chief Finance and Operations Officer will be joining the Viewpoint community at an exciting time. They will report directly to Head of School Mark McKee. Mark has led the school capably since 2015 and is both an articulate messenger of the Viewpoint mission and a visionary who understands what is possible for Viewpoint's future. He seeks a strategic financial leader who will serve as a true thought partner as they consider exciting growth opportunities for Viewpoint. The CFOO will also be welcomed by a strong senior administrative team and an invested, strategic Board rich in financial talent. Viewpoint has ambitious goals for campus planning and investment in facilities, an historic philanthropic campaign, and exciting opportunities for partnership and expansion. At the same time, there is a shared commitment to ensuring continued excellence in orchestrating the school's daily operations.

The priorities, opportunities, and challenges ahead include:

- Serving as a strategic thought partner to Head of School Mark McKee to ensure alignment of the school's finances with its goals, mission, and values;
- Effectively partnering with the Assistant Head for External Relations to ensure best practices and the success of the school's impending capital campaign;
- Serving as a valued colleague to administrative and academic leaders at the school, collaborating productively and serving as project manager and decision maker to ensure projects are seen to fruition;
- Collaborating with the Board of Trustees to ensure the short- and long-term financial health of Viewpoint via both careful stewardship of the school's assets and a proactive approach to risk assessment and management;
- Supporting the continued growth, investment, and utilization of Viewpoint's \$26 million endowment;
- Managing Viewpoint's cash reserves;
- Assessing and Investing in the talent of the Business Office to ensure that all constituencies receive first-rate customer service.



## Responsibilities

In addition to embracing Viewpoint's mission, supporting its Head and leadership, and representing the school at professional and public forums, the new CFOO has a number of primary responsibilities:

- Provide strategic leadership, analysis, and management of finances and operations.
- Establish financial and capital strategies that will enable successful execution of long-term strategic imperatives.
- Serve on the Head of School's Senior Leadership Team and lead, co-lead, or participate in several other teams and committees.
- Oversee all business office functions including all financial reporting to the Head of School, Board of Trustees, and various committees.
- Serve as chief staff liaison to select Board committees and partner directly with the Finance Committee.
- Build and/or maintain the school's short- and long-term strategic financial models.
- Oversee the administration of the school's endowment and utilization of reserves.
- Oversee School operations including personnel, maintenance, and vendors.
- Maintain strong relationships with banks and lenders to ensure that funding is secured for the needs of the school and compliance with loan terms.
- Administer and manage all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans.
- Manage insurance programs including property, casualty, medical, workers' compensation, and D&O.
- Ensure compliance with all local and state reporting requirements.
- Collaborate effectively with Advancement, Enrollment Management, and other departments.
- Participate in belonging and community professional development.
- Coordinate closely with the facilities team on oversight of the physical plant, grounds, and construction functions.
- Engage directly with local city councils to pave the way for successful physical improvements on campus.





## Qualifications and Personal Attributes

- Bachelor's degree required, MBA or CPA preferred;
- 10-15 years of senior-level experience creating and executing financial planning and management strategies;
- Experience in an independent school preferred, though individuals with strong financial and leadership skills in growth organizations are welcome;
- Experience hiring and managing a team, setting clear goals, responsibilities, timelines, expectations, and clear methods of accountability;
- Proven record of accomplishment designing, implementing, and managing large-scale organizational change;
- Superb communication skills; excellent written, verbal, and presentation skills to a wide variety of stakeholders;
- Demonstrated ability to understand complex subjects, distill them, and then communicate them to varied audiences;
- Experience on senior administrative teams and working with non-profit Boards;
- Demonstrated experience in measuring and improving organization-wide productivity;
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths, and weaknesses, etc.;
- Experience in human resource management, employee benefits (including pension plans), and payroll procedures;
- Knowledge of business and not-for-profit accounting policies, procedures, practices, facilities, and software programs. Blackbaud experience a plus;
- Ability to think and plan strategically and creatively;
- Ability to supervise, manage, and delegate multiple functions and activities;
- Ability to remain calm, flexible, and work effectively under pressure;
- Skilled at negotiating and initiating contracts with external vendors;
- Aptitude for high customer-service standards;
- Consistent demonstration of an entrepreneurial mindset;
- Demonstrated commitment to equitable and inclusive practices;
- A track record of strong integrity.

# Learn More

Click on the links below to learn more about Viewpoint School.

[School Website](#)

[School Profile](#)

[Community and Belonging](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Sara Shulman**

Practice Leader – Development & Finance/Senior Consultant  
sara.shulman@carneysandoe.com

### **Greg Britton**

Chief Operating Officer, Search & Consulting Group  
ggb@carneysandoe.com

*The full-time equivalent salary range for this position is \$325,000-\$365,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*