

# DIRECTOR OF FINANCE AND OPERATIONS SEARCH

## BELMONT HILL

Belmont, Massachusetts

[www.belmonthill.org](http://www.belmonthill.org)

Start Date: No later than July 1, 2026



**Carney  
Sandoe**  
& ASSOCIATES

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

# Mission Statement

Belmont Hill School educates boys in mind, body, and spirit to develop men of good character.

## At a Glance



Established  
**1923**



Total enrollment  
**467**



Total faculty and staff  
**160**



Student-faculty ratio  
**6:1**



Students of color  
**28.5%**



Financial aid awarded  
**\$8.8M**



Faculty with advanced degrees  
**57%**



Campus size  
**40 acres**

Cities and towns represented: 80

Boarding students: 6%

Faculty of color: 21.3%

Students receiving aid: 28%

Endowment: \$194M

Annual operating budget: \$36.7M

AP courses: 22

Athletics: 16 interscholastic sports,  
57 teams, and over 700 athletic  
contests



## Overview

Belmont Hill School is a distinguished all-boys' independent school serving students in grades 7-12 on a beautiful campus in Belmont, Massachusetts. Founded in 1923 and steeped in cherished traditions, the School is staffed by long-tenured and extraordinary teacher-coaches who place a strong emphasis on intellectual growth and critical thinking, pushing students to delve deep into their studies. Belmont Hill welcomes each student as a distinct individual – with unique strengths, untapped potential, and areas for growth – and thoughtfully tailors opportunities to nurture their development. Wholly dedicated to mission and culture and committed to developing young men of character through rigorous academics, competitive athletics, artistic expression, and meaningful community engagement, Belmont Hill is a global leader in character education for boys. Well-resourced and complemented by exceptional leadership, Belmont Hill provides its committed community with light-filled spaces, expansive technology, learning labs, art studios, a makerspace, a performing arts complex, an impressive sports center, and acres of beautifully curated grounds.

Belmont Hill seeks an experienced, strategic, and dedicated professional to serve as the School's next Director of Finance and Operations (DFO). Reporting to the Head of School, Greg Schneider, this individual will lead all aspects of finance and operations, serve as a strategic thought partner for school leadership and the Board of Trustees, and play a vital role in shaping the future of the institution.

The successful DFO will join a close-knit community dedicated to excellence and will have the opportunity to contribute to the School's continued growth and success through thoughtful financial stewardship, competitive awareness, collaboration and innovative thinking, operational efficiency, and strategic planning and execution.

## Opportunities and Challenges

Belmont Hill's next DFO will have the opportunity to join a prestigious institution with a strong reputation for academic excellence and character development. The ideal candidate will possess exceptional financial and operational management skills, proven leadership capabilities, and a commitment to collaboration and team building.





The DFO will work closely with the Head of School as a trusted strategic partner and will collaborate with a dedicated leadership team. Key responsibilities include overseeing the annual budgeting process, managing all financial operations, and partnering with leadership and the Board of Trustees. The DFO will work to develop both short- and long-range strategic financial planning, to think creatively about competitive and sustainable compensation strategies, and to maximize alternative revenue streams such as summer programming. The ideal candidate will demonstrate leadership in technology use and understanding of opportunities presented by AI, particularly as it relates to modelling capacities that will support future strategic decision making.

The DFO will serve as the School's primary liaison to the Board's Finance Committee, providing regular financial monitoring, budget updates, projections, and performance reports. Additionally, this role will oversee endowment administration, investment policy execution, and coordination with investment managers and consultants.

The new DFO will lead highly competent finance and operations teams. Opportunities will exist to provide mentoring, team building, and professional development training for members of the staff. The position also includes the potential to enhance financial processes, optimize operational efficiency, and contribute to the strategic vision of this esteemed institution.

## Responsibilities

In addition to embracing Belmont Hill's mission, supporting its Head and leadership, and representing the School at professional and public forums, the new DFO has a number of primary responsibilities:

### Financial Leadership

- Provide strategic leadership, analysis, and management of all financial operations
- Establish financial and capital strategies aligned with institutional priorities
- Oversee comprehensive financial reporting to the Head of School, Board of Trustees, and committees
- Build and/or maintain short- and long-term strategic financial models
- Manage annual budgeting processes in collaboration with department heads and budget holders



### **Board and Committee Relations**

- Serve as the chief staff liaison to the Belmont Hill Board's Finance, Investment, and Buildings and Grounds Committees
- Provide regular financial monitoring, budget updates, and performance reports
- Present strategic financial analysis, relevant modelling, and recommendations to the Board

### **Investment and Endowment Management**

- Oversee administration of the School's endowment
- Execute investment policy and implement Investment Committee decisions
- Coordinate with endowment consultants, investment managers, and custodians
- Ensure effective endowment allocations and performance management

### **Operations Management**

- Oversee school operations including Facilities and Campus Safety, Food Service, Technology, personnel management, and vendor relations
- Coordinate closely with facilities management to oversee the physical campus, including buildings and grounds maintenance, capital planning, and construction projects
- Manage insurance programs including property, casualty, and workers' compensation
- Ensure compliance with all local and state reporting requirements

### **Team Leadership and Collaboration**

- Serve on the Head of School's Leadership Team
- Lead, co-lead, or participate in various school teams, committees, and professional development
- Collaborate effectively with all school departments including Admissions, Advancement, Academic Affairs, and Student Life
- Manage and develop Business Office staff

### **Employee Benefits and Banking**

- Administer employee benefit programs including health insurance, retirement, and related plans
- Maintain relationships with banks and lenders to secure funding and ensure loan compliance
- Oversee employee onboarding, payroll procedures, and related financial processes



## Qualifications and Personal Attributes

### Required Qualifications

- Bachelor's degree required; MBA, CPA, or equivalent advanced degree preferred
- 10-15 years of senior-level experience in financial planning and management
- Proven experience managing teams and creating organizational cohesion
- Strong record in designing, implementing, and managing large-scale organizational change
- Experience with non-profit boards and senior administrative teams

### Preferred Experience

- Independent school or higher education experience preferred
- Experience in other educational or non-profit sector financial management
- Knowledge of endowment management and investment oversight
- Familiarity with private independent school operations and unique financial considerations
- Experience with construction project planning and oversight
- Experience with debt financing

### Essential Skills and Attributes

- Exceptional communication skills with excellent written, verbal, and presentation abilities
- Demonstrated ability to understand complex subjects and communicate them to varied audiences
- Experience managing teams, setting clear goals, responsibilities, expectations, and methods of accountability
- Proven experience in strategic decision-making analysis
- Strong knowledge of business and non-profit accounting policies and procedures
- Ability to think and plan strategically and creatively
- Skilled at supervising, managing, and delegating multiple functions
- Ability to thoughtfully and diplomatically implement change





- Excellent negotiation skills with external vendors
- High customer service standards
- Demonstrated commitment to equitable and inclusive practices
- Strong technology skills

### **Personal Characteristics**

- Commitment to Belmont Hill's mission and values
- Commitment to being visible, accessible, and engaged in community life
- Strong integrity and ethical standards
- Ability to remain calm and work effectively under pressure
- Collaborative leadership style
- Innovative and entrepreneurial thinker; growth mindset
- Willingness to maximize potential for personal and professional growth
- Dedication to supporting an all-boys' educational environment
- Commitment to diversity, equity, and inclusion initiatives

### **Compensation and Benefits**

Belmont Hill School offers a competitive compensation package commensurate with experience and qualifications, including comprehensive benefits.

# Learn More

Click on the links below to learn more about Belmont Hill.

[School Website](#)

[School Profile](#)

[Community and Diversity](#)

[About Belmont, Massachusetts](#)

[Virtual Campus Tour](#)



## Application Process

Interested and qualified candidates should submit the following materials:

- A compelling cover letter expressing interest in this specific position
- Current résumé
- List of five professional references with complete contact information

Applications should be submitted to the search consultant handling this position. References will not be contacted without the candidate's explicit permission.

Belmont Hill School is an equal opportunity employer committed to creating an inclusive environment for all employees.

### **Scott Nelson**

Senior Consultant

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### **Elyse Waterhouse**

Senior Consultant

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***Compensation and benefits will be highly competitive*** based upon, but not limited to, several factors that include years of experience, education level, and expertise.