



# NEW ROADS SCHOOL

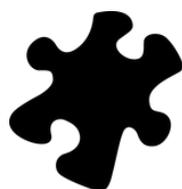
## CHIEF FINANCIAL OFFICER

Start Date: July 2026

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New Roads School

Santa Monica, California | [newroads.org](http://newroads.org)



Carney  
Sandoe  
& ASSOCIATES

# MISSION STATEMENT

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In an authentically diverse community reflective of Los Angeles, New Roads prepares young people for life by developing in them a personal dedication to learning, a respect for independent thinking, an expanding curiosity about the world and its people, and a commitment to the common good.

## At a Glance



**1995**  
established



**525**  
total enrollment



**53%**  
students of color



**101** (35 staff)  
total faculty



**53%**  
faculty with  
advanced degrees



**6:1**  
student-faculty ratio



# OVERVIEW

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New Roads School (NRS), a progressive, and dynamic college-preparatory K–12 independent school located on a 3.8 acre campus in sunny Santa Monica, California, was founded in 1995 by renowned educators Paul Cummins and David Bryan. The 172 members of the school’s faculty and administration serve over 550 students and celebrate a diverse community that is reflective of Los Angeles. The school’s K-12 program emphasizes creativity, critical thinking, and social responsibility while integrating hands-on learning experiences across disciplines, from science labs and project-based social studies to math and writing practices that make thinking visible. Students are encouraged to explore their passions and engage in authentic learning, preparing them to become thoughtful, engaged citizens in an ever-changing world.

Building upon a mission focused on promoting a personal dedication to learning, NRS fosters respect for independent thinking, an expanding curiosity about the world and its people, and a commitment to social responsibility. The school’s robust elective offerings enhance individualized teaching and learning for students while NRS’s Spectrum Program enrolls 30 students who identify as neurodivergent.

The school is situated within The Herb Alpert Educational Village, a collaborative nonprofit space that hosts organizations sharing New Roads’ commitment to educational justice and community engagement. A network of “bungalows” and buildings house the three divisions of the school and provides dynamic teaching and learning and community space on campus. NRS is home to the Moss Theater, a state-of-the-art performance space, a multi-use sport court that is slated for renovation this summer, and numerous outdoor multipurpose/ gathering spaces.



# POSITION

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The Chief Financial Officer (CFO) reports to and works very closely with the Head of School (HOS), is a member of the school's leadership team, and oversees and is responsible for all financial and operational activities. The CFO attends all board meetings, providing support to the HOS and reporting on a regular basis in preparation for meetings, and provides assistance in developing and implementing strategic initiatives of the school. The CFO provides leadership and managerial oversight for the following areas: human resources, external contracts and consulting agreements, general legal issues and risk management, facilities, security, information technology, auxiliary and event services, business operations and any additional responsibilities deemed appropriate by the Head of School. The CFO coordinates closely with the division directors with regard to program budgets, ensuring that the school's financial resources are prudently used and directed towards its core business (i.e., teaching and learning). In assisting with planning for budgeting purposes, the CFO works closely with the Director of Development, the Director of Admissions, and the Financial Aid & Enrollment Director with regard to facilities and other operational issues.



# RESPONSIBILITIES

## Financial Performance, Oversight and Compliance

- Ensure the management of a fiscally responsible organization.
- Oversee financial systems and procedures for monitoring expenditures to ensure that fiscal activities comply with federal, state, and local legal requirements.
- Maintain custody of funds, securities, deeds, bills of sale, insurance policies, contracts and other similar documents and instruments relating to business operations.
- Oversee monthly reporting of financial performance comparing actual to budget; ensure timely execution of payroll. Be prepared to provide timely updates on financial status to the leadership team, the Board, and other key stakeholders.
- Work with the Board's Finance Committee to report on financials and attend all board meetings.
- Oversee and manage annual budgeting and auditing processes.
- Procurement and asset management: negotiate, monitor, and manage all external vendor relationships; oversee tracking of NRS assets.





### Operational Oversight and Performance

- Oversee day-to-day responsibilities of the business office, including finance (accounting, payroll, budgeting, financial compliance, procurement, asset management) and human resources (policies/procedures, HR compliance, benefits, risk management).
- Constantly look for opportunities to leverage operational human resources to support program leadership in their work achieving the school's mission and program goals.
- Identify, develop, and implement operational process improvements that will support highly efficient and effective performance at NRS.
- Staff management and development: recruit, hire, train, develop, and manage all operations and business office staff and consultants under his/her supervision.
- Oversee the operation and usability of facilities, IT, and security departments and responds to facilities, IT and security-related issues/support as they arise to ensure that the operations of the school are uninterrupted.
- Oversee all facilities-related projects, including construction and other changes to the physical property.

### Strategic Planning and Execution

- Collaborate with leadership in developing and implementing strategic initiatives, as laid out in school's mission and strategic documentation.



**40**

feeder schools



**\$8.9M**

financial aid awarded



**42%**

students receiving aid



**\$1.9M**

endowment



**\$22M**

annual operating budget



**3.8 acres**

campus size

# OPPORTUNITIES AND CHALLENGES

## Challenges

- Business model needs to support the school's mission and high tuition discount budget
- Explore alternative sources of revenue
- Create more routine, structure, and transparency involving budgeting
- Support transition from outsourced CFO to in-person model
- Need to streamline accounting systems

## Opportunities

- Serve as a strategic thought partner with incoming, experienced Head of school
- Improve communications
- Set, communicate, and execute budgets on time
- Optimize financial operations to support schoolwide improvement and measurable gains in student outcomes
- Provide financial guardrails for budgets
- Develop a 3-5 year financial plan
- School now owns its campus



# QUALIFICATIONS & PERSONAL ATTRIBUTES

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## Essential Skills and Attributes

- Mission-aligned leader who supports the school's commitment to intentional socioeconomic diversity, while maintaining strong financial stewardship and balanced budgets
- Strong communications skills
- High EQ and good people skills
- Relational, personable, collegial, and collaborative
- Ability to think and plan strategically and creatively
- Confident and competent
- Ability to work with unique business model
- Willingness to be a presence at school
- High degree of integrity
- Sense of humor



## Experience and Qualifications

- Bachelor's degree required; MBA, CPA, or equivalent advanced degree preferred
- Non-profit experience; independent school experience preferred
- Experience serving on senior administrative teams and managing several departments
- Strong knowledge of business and non-profit accounting policies and procedures
- Proven track record of strong financial planning and management skills
- Successful experience working in a diverse community

# LEARN MORE

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- [School Website](#)

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- [School History](#)

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- [Diversity](#)

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- [College Matriculation](#)

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- [About Santa Monica, California](#)





## 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 specific 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:

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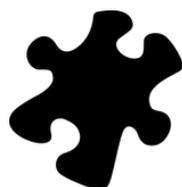
### **CATHY SHELBURNE**

Consultant and Executive Coach  
[cathy.shelburne@carneysandoe.com](mailto:cathy.shelburne@carneysandoe.com)

### **SCOTT NELSON**

Senior Consultant  
[scott.nelson@carneysandoe.com](mailto:scott.nelson@carneysandoe.com)

*The full-time equivalent base salary range for this position is approximately \$220K-\$260K as well as competitive benefits, incentive and performance-based compensation. The starting salary is based upon, but not limited to, several factors which include years of experience, education level, and expertise.*



**Carney  
Sandoe**  
& ASSOCIATES