

## **Director of Finance and Operations**

Lake Forest Country Day School is seeking a new Director of Finance and Operations to start on July 1, 2019, or as soon as possible thereafter. The Director of Finance and Operations serves on the Leadership Team and reports to the Head of School. This is an excellent opportunity for someone with deep knowledge of non-profit finance and operations and a commitment to working for a mission-driven institution that makes a difference in the community.

LFCDS, located on a 30-acre campus about 30 miles north of Chicago, Illinois, is a co-educational, independent day school serving 400 students from age 2 through eighth grade. The School has a long tradition of producing thoughtful, confident, and successful students. Children are known, loved, and challenged at LFCDS, and a state-of-the-art facility provides a remarkable setting for inspired teaching, academic rigor, and attention to individual needs.

The Director of Finance and Operations leads a team in the Business Office and also supervises the Director of Facilities. This person will serve as the primary liaison between the School administration and the Finance, Audit, and Buildings and Grounds Committees of the Board of Trustees. We seek someone who can manage the day-to-day operations and finances of the School, as well as look ahead and think strategically about long-range financial and operational needs.

### **Primary Duties**

- Lead the Business Office and oversee all financial matters of the School.
- Build the annual budget in collaboration with the Director of Enrollment, the Head of School, and the Board.
- Oversee all matters related to accounting, ensuring that the School is in compliance with all relevant regulations and best practices.
- Oversee independent audit each year.
- Oversee human resources, including matters related to salaries, benefits, the hiring and dismissal of employees, preservation of personnel files, etc.
- Work with the Head of School and the School's attorney on legal matters
- Supervise student billing and collection of tuition due.
- Supervise the Director of Facilities and ensure that the School's facilities needs are met with the required resources.
- Collaborate with the Director of Technology to ensure that the School's technology needs are being met.
- Oversee all matters related to safety, security, and insurance.
- Serve as primary liaison between the School and the School's food provider.

## **Personal and Professional Qualifications**

- A bachelor's degree from an accredited college or university is required; a degree in accounting, finance, or a related field is desirable; a graduate degree, such as an MBA, is a plus
- Knowledge of non-profit finance, human resources, and operations; independent-school experience is a plus
- Experience with enterprise risk management is desirable
- Ability to build long-range financial models and think strategically about institutional growth and revenue sources
- Experience as a supervisor or organizational leader, including direct management of a team, project management, committee membership and leadership
- A growth mindset and an openness to feedback as the means of achieving personal and professional growth
- Excellent analytical skills
- Strong communication skills, both as a writer and as a public speaker
- Effective team-building
- Flexibility in working with and managing others
- Attention to detail
- Eagerness to collaborate with others

**Mission Statement:** Inspired teaching, academic rigor, attention to individual needs, a commitment to responsible citizenship—these principles infuse every aspect of life at Lake Forest Country Day School and define our dedication to producing students of strong character with a passion for learning.

**Core Values:** Excellence, Partnership, Responsibility, Participation, Diversity

Interested applicants should send a letter of interest, resume, and the names of three professional references in PDF format to the attention of Joy Hurd, Head of School, at [search@lfcds.org](mailto:search@lfcds.org) with the subject line “Director of Finance and Operations.” Please send all materials no later than Friday, May 3, 2019.

Lake Forest Country Day School seeks and embraces diversity among our faculty, staff, and student body. LFCDS is an Equal Opportunity Employer, and it does not discriminate on the basis of race, color, national origin, ancestry, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.