



Boys' Latin of Philadelphia Charter School, a single-gender college preparatory school, is committed to fostering our students' success through college graduation, and that begins with a strong academic foundation. Boys' Latin offers students a rigorous classical education using contemporary pedagogy that prepares them for college matriculation and sets high standards for achievement, character development, and emotional intelligence. We emphasize the value of brotherhood and nurture a community of young men who value academic success, hard work, and the development of their intellectual, moral, social, creative, and athletic potential. Boys' Latin is a school where young men prepare to become leaders through challenging coursework within a supportive environment. Our curriculum blends liberal arts, classical studies, and state-of-the-art technology as we cultivate world citizens for the twenty-first century. We want students to embrace our mantra that *Every Man is the Architect of His Own Fortune*.

Role Overview: Chief Financial Officer

Reporting directly to the Chief Executive Officer and working collaboratively with the Board of Trustees and the School Leadership Team, the CFO is responsible for overseeing all financial operations of the school. The CFO will lead the development and maintenance of long-term financial decision-making that supports the overall mission and vision of the school. Reporting directly to the Chief Executive Officer, the CFO ensures that the organization's \$13 million annual operating budget and forward-looking financial and operational strategies are an articulation of its mission and goals.

Key Responsibilities:

Financial Leadership:

- Work collaboratively with the CEO on strategic financial initiatives, creating a sustainable long-term model.
- Oversee the development, budgeting, and reporting of the \$13 million dollar operating budget and all capital planning initiatives
- Track and monitor important KPIs and analyze trends to assess cash flow and balance sheet strength.
- Clearly communicate with the School's Board of Trustees; Finance and Facilities committees; auditors; federal, state, and local authorities; lenders; and donors.
- Oversee the annual financial and 403b plan audits and filings of tax returns and ensure all financial operations comply with federal and state laws

Development and External Affairs:

- Supervise the Development function of the school, a department which generates \$1.5 million in fundraised revenue each year
- Provide thought partnership in cultivating external messaging to a diverse array of stakeholders
- Assist in the work of advocacy for Boys' Latin of Philadelphia in local and state forums
- Serve as the lead compliance liaison to the school's authorizer, the School District of Philadelphia's Charter Schools Office on matters of annual evaluation and renewal



Governance and Organizational Leadership:

- Serve as the lead liaison to the Finance committee of the Board of Trustees, working closely with Committee Chairs and organizing agendas and meeting materials. It will be paramount to communicate effectively with the Committee Chairs for the Board of Trustees.
- Provide innovative compensation and incentive insights on ways to foster commitment among faculty and staff to the fulfillment of the school's mission and objectives
- Demonstrate a relentless drive to improve the minds and lives of students in and out of school.
- Help oversee strategic planning and creative problem solving, especially given the single-site size of the charter school organization.

Required Qualifications

- Proven work experience as a Director of Finance or CFO, preferably in a nonprofit organization
- Excellent knowledge of data analysis, risk management and forecasting methods
- Expertise in MS Excel
- Analytical skills
- Ability to explain financial terms in simple language
- Flexible, creative, and able to manage multiple projects simultaneously
- Detail-oriented with strong solutions-oriented mindset
- Demonstrated passion for the mission, vision, philosophy, and values of Boys' Latin of Philadelphia

COMPENSATION

Boy's Latin is committed to providing a competitive salary commensurate on experience.

APPLICATION PROCESS

To apply for the role, please send a detailed resume and cover letter to Ruth Gonzalez, Director of Operations, via rgonzalez@boyslatin.org. Applications will be reviewed immediately upon submission.

Applicants should be prepared to go through several interview stages, including, but not limited to, an initial interview, performance exercise(s), follow-up interview, and final in-person panel interview with members of the Board of Trustees.

Boys' Latin of Philadelphia provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Boys' Latin complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.