



# TABOR ACADEMY

MARION, MASSACHUSETTS

ASSOCIATE HEAD OF SCHOOL  
FOR FINANCE & OPERATIONS/  
CHIEF FINANCIAL OFFICER

START DATE: JULY 2023 OR SOONER

[WWW.TABORACADEMY.ORG](http://WWW.TABORACADEMY.ORG)

## MISSION

- To inspire a life-long love of learning
- To instill a passion for the highest standards of achievement
- To encourage personal responsibility
- To foster care for others and committed citizenship

**Tabor Academy seeks a strategic and visionary financial leader to fill the key position of Associate Head of School for Finance & Operations and Chief Financial Officer. This is a strategic leadership position and will partner with the Head of School, Senior Leadership Team, and the Board as we envision and plan for the ongoing success and future of our School by the Sea.**

Reporting to the Head of School as a member of the school's Senior Leadership Team, the Associate Head of School for Finance & Operations and CFO supports the Tabor Academy mission by providing strategic oversight of the school's finances, facilities, human resources, information technology, dining services and auxiliary operations.

The opportunity is available on or before July 1, 2023.

## OVERVIEW

For nearly 150 years, Tabor Academy has served the Marion, Massachusetts community as a premier coeducation, college preparatory boarding and day school. As the School by the Sea, Tabor offers an uncommonly beautiful setting in which to live and learn for students grades 9-12. The school provides a wide breadth of academic offerings for students to explore their interests, understand their strengths, and develop their critical thinking and communication skills. Tabor graduates are leaders, adaptable, and exceptionally skilled at navigating the 21st century.

# THE SCHOOL

Tabor Academy has a rich history that dates back to 1876 when the school was founded by Elizabeth Taber. Mrs. Taber had a lofty vision for the school, including building character of young people from across the country. Today, we honor that legacy and embrace an international and diverse student body. Our work is guided by our principles of life-long learning, personal responsibility, and care for others. Here, students are encouraged to take risks and challenge themselves as they prepare to step into the world as global leaders.

The school provides challenging and integrated curriculum including numerous honors, Advanced Topic, AP, and Post-AP offerings, where students can explore their interests and seek intellectual challenges in the area of their choice. While the academic curriculum offers a breadth of programs, many students take advantage of the unique campus opportunities and cultural offerings that truly make the “School by the Sea” special, including marine science, nautical Science, Maker Lab, independent studies and senior projects.

A core strength of the school is the deep relationships formed by faculty and staff. Teachers serve as coaches, dorm parents, and academic and club advisors, allowing them to engage in all facets of school life. The faculty at Tabor model academic excellence with 95 percent participating in professional development within the last three years. Small class sizes and an emphasis on community allow faculty to form lasting, meaningful relationships anchored in trust with students.

The School has recently engaged in a process of Strategic Design as we prepare for our 150th anniversary and the Associate Head of School will play a fundamental role in the development of this vision and direction.



## AT A GLANCE

Founded: 1876

Total students: 536

Students of color: 15%

International students: 24%

Total faculty: 109

Faculty with advanced degrees: 69%

Student/teacher ratio: 7:1

Financial aid budget: \$8.7M

Students receiving aid: 36%

Endowment: \$63M





## STUDENT LIFE

A strong community is at the heart and soul of Tabor Academy. Beyond the classroom, students enjoy a robust offering of clubs, activities, and student leadership opportunities including student government, Model U.N., and robotics. Students continue to develop leadership skills through community involvement and service opportunities, where they strive to make a difference.

The arts nurture personal expression and discovery through opportunities in creative writing, journalism, theater arts, dance, music, and visual arts, allowing students to hone critical thinking and communication skills, while athletic teams boost sportsmanship, integrity, and mutual respect. Teams include baseball, basketball, crew, cross country, dance, field hockey, ice hockey, football, soccer, squash, volleyball, and wrestling.

Tabor has welcomed boarding students since 1890, when the first international student arrived from Japan. The boarding program now represents students from diverse backgrounds and consists of nearly 70% of the student body, representing nearly half the states and 21 countries. Furthering Tabor's commitment to global engagement, students additionally pursue travel, exchange, community building, language learning, and experiential study across continents and oceans.

# THE POSITION

The school has recently brought new leadership in at the Head and Associate Head levels. While this is Tony Jaccaci's second year as head of school, it is his third headship. Hiring an Associate Head for Finance & Operations/Chief Financial Officer will complete the Head's Committee and coalesce the efforts on the school to bring together a large and engaged "Seawolf Nation" to support the mission of the institution. Tyrone Black, Associate Head, and Rachael Beare, Associate Head for External Affairs, also bring considerable experience and talents to their roles and make up the Head's committee with the Head of School and the Associate Head of School for Finance & Operations/Chief Financial Officer. This is an exciting time for the school, and we are seeking an experienced leader to help us chart a course specific to capitalize on the strengths of the school.

## RESPONSIBILITIES:

- Responsible for the oversight of all financial operations, including endowment, investment, cash management, financial analysis, budget management, debt compliance, and all tax-exempt financing
- Monitors all loans and indebtedness, including any possible interfund loans and transfers
- Establishes and maintains the organizational structure of the Business Office, and manages all operations of the office and staff
- Assures that standard and accepted accounting and bookkeeping practices are in place to allow a continuous record of the financial position of the school, and to assure the institution's financial stability
- Is responsible for the timely preparation and distribution of all financial reports, and for assuring that the school is in full compliance with all legal requirements; provides support for and timely information to the Audit & Finance, Pension & Investment Committee and Building & Grounds Committees of the Board of Trustees
- Coordinate the long-range plan, assess the financial requirements implicit in this plan and develop alternative ways in which financial requirement can be satisfied
- Develop innovative solutions to the challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to management, use of appropriate systems and technology and cost-effective use of resources
- Communicate with Head of School and the Board of Trustees fiscal changes and anticipated/unanticipated fiscal challenges in a timely fashion
- Oversees the School's investments, in conjunction with the Pension & Investment Committee
- Oversees all banking activities
- Oversees school purchasing and the acquisition of bids for outside services
- Approve all agreements concerning financial obligations, such as contracts or product and services and other actions requiring a commitment of financial resources
- Responsible for the financial and legal aspects of executing bids, contracts, and leases
- continued ...



## RESPONSIBILITIES, CONT.

- Maintains the school's relationships with relevant financial institutions, the school's legal counsel and independent auditors; reviews these relationships periodically; and secures an annual audit of the school's financial records.
- Establishes and manages a plan and schedule for the preparation of the succeeding year's annual budget, in conjunction with the Head of School and the Audit & Finance Committee. Make recommendation and provide justification for the setting of annual tuition to the Board of Trustees
- Oversees the benefits programs, all related employment practices related to non-academic personnel, employee morale, payroll services and reporting and employment compliance, in conjunction with the Human resources Director
- Ensure that the schools personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion, and separation conform with state and federal requirements
- Works with the Head of School to establish and maintain appropriate compensation and HR policies and guidelines for all personnel, and assures that evaluation processes are in place for support staff and non-faculty employees; periodically reviews and establishes staffing levels and needs
- Is responsible for timely upkeep and review of the Staff Handbook, and for portions of the Faculty Handbook
- Oversees operational elements of the school: Facilities, Food Service, the Bookstore, Information Technology, Human Resources and Auxiliary and Summer Programs
- Leads efforts in risk management, in conjunction with the Audit Committee, establishing emergency protocols and plans to ensure, as possible, the safety of all staff, students and visitors in their use of the campus; assures that appropriate levels of insurance are maintained to protect the school's property and to cover the school's liability
- In collaboration with the Dean of Faculty, oversee off-campus housing for faculty members entitled to housing allocations, and manages the leases and agreements associated with such properties
- Partners with the Advancement Office in the establishment and maintenance of accounting and other practices to enhance the work of the office and to steward philanthropic opportunities
- Partners with the Admission Office in enrollment management, and in the development of financial aid strategies
- Represents the School at Association of Business Officers of Preparatory Schools (ABOPS) and maintains and participates in other important professional associations
- Works with the Head of School to assure that positive relations with the Town of Marion are promoted and maintained



## QUALIFICATIONS:

- Bachelor's Degree required. Advance degree preferred in Business Management or related field
- Ten-plus years of experience in accounting, financial analysis, and budget formulation, ideally in education
- Experience/knowledge of independent schools, and particularly boarding schools, is extremely beneficial
- Strong interpersonal, communication and management skills
- Working knowledge of federal and state employment law
- Ability to solve a wide range of problems
- Knowledge of financial/business analysis techniques with the ability to analyze and organize financial data
- Ability to use independent judgment to manage and impart information to a range of constituents
- Successful hands-on leadership experience within a progressive, diverse, multi-cultural learning environment with proven ability to work well with a variety of constituents
- Exceptional analytical skills, with a collaborative yet clear and decisive leadership style
- Patience and persistence, with and eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Extensive working knowledge of Microsoft Office Suite. Proficiency with technology is essential. Knowledge of Blackbaud is a distinct plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must convey a positive attitude and project a confident demeanor
- Must have a strict sense of confidentiality

Tabor Academy eagerly encourages applications from groups traditionally underrepresented in independent school communities.

Tabor Academy does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other Academy-administered programs, or in the administration of its hiring and employment practices.

## TO APPLY

Interested and qualified candidates are invited to contact the school directly at [jobs@taboracademy.org](mailto:jobs@taboracademy.org). 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).