



# Director of Finance

SEARCH PROSPECTUS



## DEMATHA CATHOLIC HIGH SCHOOL

HYATTSVILLE, MD

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

START DATE – IMMEDIATE OPENING

Partners in Mission School Leadership Search Solutions, LLC



#### MOTTO

***Faith Filled  
Gentlemen &  
Scholars***



#### MISSION

DeMatha Catholic High School is a college preparatory institution dedicated to educating young men in the Trinitarian tradition. Its historic and ongoing mission is to serve students of differing abilities, interests, and backgrounds from the culturally rich and diverse greater Washington DC Metropolitan area.

#### PILLARS OF DEMATHA

DeMatha Catholic High School builds its program on both the formation of faith, community and service and the information of academics, arts, and athletics. The first three pillars are dedicated values that inform the pursuit of excellence of the second three pillars.

Along with these pillars, respect is cultivated for other people that finds its most complete expression in students who become faith-filled gentlemen and scholars.

#### ABOUT THE SCHOOL

Founded by the Order of the Most Holy Trinity in 1946, DeMatha first opened its doors with an enrollment of only 18 students. As it was established, the primary focus of the school was to educate and prepare those interested in becoming clergy in the Trinitarian Order.

## FAST FACTS



**1946**

Founded



**830+**

Enrollment



**9-12**

Grades, All Boys

Soon after, Catholic parents requested that their sons be granted permission to enroll at DeMatha due to lack of Catholic high schools and facilities in the metropolitan area. Following their tradition of service to the community, the Trinitarians agreed and began accepting a limited number of lay students.

A school building was constructed in 1950, with additions completed in 1959 and 1991. The six-acre wireless campus now also includes a Convocation Center, Music Center, and Arts Center. In October 2021, the school broke ground for the Cross Center for Engineering, Arts, and Robotics.

As DeMatha Catholic High School continues now in its seventh decade of existence, its importance in the community is as crucial as ever. Its current enrollment of over 800 students comes from over 120 feeder schools. It strives to provide an oasis of spiritual, academic, artistic, and athletic instruction, leading young men on the path of hard work and good citizenry with balance and perspective as constant guides.

### TRINITARIAN TRADITION

The Brothers of the Holy Trinity were founded in 1198 by St. John de Matha and renewed by St. John Baptist of the Conception in 1599.

The Trinitarian Order strives to model the love and unity of the Trinity. Upholding the freedom of all people, especially the broken who are marked by the hardships of the human condition, they are committed to a way of life rooted in the Gospel and expressed in works of mercy and redemption. In 1931, the Trinitarians established a monastery in Hyattsville, Maryland because of the proximity to Catholic University.

There are currently 5 religious on the faculty and staff at DeMatha Catholic High School. The Trinitarian influence and heritage of the school guides a comprehensive program that strives to form students morally and spiritually.

Today, the Order of the Most Holy Trinity and of the Captives is active on five continents.

### ABOUT THE POSITION

DeMatha Catholic High School is an institution that helps young men develop a way of life characterized by: Attention to Scholarship, Dedication to Moral Principles, Devotion to Hard Work, and Awareness of the Need to Serve Others.

The school has launched a nationwide search for its next Finance Director, who will be responsible for ensuring the development and implementation of financial and operational plans to support the overall mission and strategic plan of the organization as mentioned above.

The primary responsibilities of the Finance Director will be to:



## FAST FACTS



**120**

Faculty & Staff



**\$20M**

Annual Operating Budget



**\$1M**

Merit and Need-Based Aid  
is Awarded to Incoming  
Families Each Year

- Oversee management of the financial, accounting, business technology, purchasing and contract management, in addition to facilities and human resources activities of the organization. This includes cash management, investment policy, systems integrity, risk management, and compliance.
- Provide leadership and guidance to the finance department / business office by presenting highly insightful and usable information and advice to facilitate management's decision-making.
- Supervise and analyze the effectiveness of accounting, procurement, and business technology systems while establishing processes and internal controls to maximize and protect the organization's resources.
- Develop policies, guidelines, and procedures for effective financial and risk management while continuously looking for opportunities and identifying areas to improve operations and implement best practices.

## DUTIES AND RESPONSIBILITIES

- Direct the planning, development, implementation, budgeting, maintenance, and support of all department functions.
- Administer, manage, and develop policies, standards, practices, and security measures to assure effective and consistent operations and ensure the protection of assets.
- Assist in the development of the strategic plan and the associated financial plans and budgets.
- Create comprehensive forecasting models and regularly update results.
- Review overall capital and debt needs of the organization and develop ideas and strategies for capital raising and debt issuance.
- Present financial plans to support executive leadership, the finance committee, and the board in decision-making and planning.



## FAST FACTS



**11,000+**

Alumni



**100%**

Applicants Accepted to  
4-year Institutions

**AP**

**60**

Honors & AP Courses Offered



- Manage the accounting function using various techniques to produce accurate and timely data to monitor the institution's financial position.
- Ensure identification and mitigation of risks to the organization, determine the appropriate management strategy, and lead solution design.
- Work closely with the President and Finance Committee Chair to provide information needed to aid the board's review and analysis of the organization's financial health.
- Work closely with the Advancement team to ensure accurate recording and reporting of contribution income.
- Ensure full integration of data with financial and donor management systems throughout the organization.
- Work with Admissions Director, President, and Principal to award appropriate need-based aid and merit scholarships.
- Responsible for payroll and employee benefits administration.
- Supervise, mentor, evaluate, and develop assigned associates to ensure a well-functioning department that supports the organization and strives toward the highest levels of professionalism.
- Maintain internal controls and compliance with all federal, state, local, and private reporting requirements.

## QUALITIES AND QUALIFICATIONS

- An understanding of and commitment to the DeMatha Catholic High School mission, values, goals, and strategies.
- MBA or Master's degree in accounting, finance, or business administration.
- Approximately 10 – 15 years of finance, accounting, contracts management, and team management work experience, preferably in a non-profit accounting environment.
- Executive presence with the ability to work closely and collaborate with senior leadership to work through complex financial and operational scenarios.

## FAST FACTS



# 200

Athletic Championships  
since 1969



# 17

Music Ensembles



# 2x

Recognized as a Blue Ribbon  
School of Excellence by the U.S.  
Department of Education

- Demonstrated ability to effectively act as a member of executive leadership and identify and implement improvements.
- Interpersonal aptitude and communication skills necessary to work in a challenging environment using discretion with multiple constituencies.
- Ability and desire to translate complex financial concepts to individuals at all levels, including finance and non-finance managers.
- A visionary leader that balances current needs of the school with future needs of the school community.
- Strong organizational skills and the capacity to wisely set priorities.
- Detail-oriented with the highest standards of integrity and work ethic.

## ABOUT THE AREA

The National Capital Region is the metropolitan area containing Washington DC, the Federal Capital of the United States. It is often referred to as the DC metropolitan area and includes parts of Virginia and Maryland. One of the most educated and affluent areas in the United States, it boasts a population of more than 6 million. Maryland's portion of the Washington DC metropolitan area consists of Frederick, Montgomery, and Prince George's Counties.

The DC metro area includes access to some of the nation's most historical sites and museums, and countless attractions for history enthusiasts. The DC metro area is also host to FedEx Field (home of The Washington Commanders National Football League team), Nationals Park (home of the Washington Nationals Major League Baseball team), notable performing arts venues, and several colleges and universities.

DeMatha Catholic High School is in historic Hyattsville, Maryland, an area rich in history and diversity that neighbors the Nation's Capital in Prince George's County. The school is located less than two miles south of the University of Maryland, one of the nation's preeminent public research universities.







## PILLARS OF DEMATHA

*Faith*  
*Community*  
*Service*  
*Academics*  
*Arts*  
*Athletics*

Prince George's County is filled with over 20,000 acres of award-winning parks, recreational facilities, and historic sites. It is located less than 25 minutes to historic Annapolis, 45 minutes to Baltimore's Inner Harbor, and minutes to downtown DC. The county is also home to the National Harbor on the Potomac, Six Flags America, the NASA Goddard Space Flight Center, Bowie State University, the National Wildlife Visitor Center, and Rosaryville State Park.

## APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially, and as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the school's current needs as you understand them
- Statement of Catholic educational philosophy
- Current resume with all appropriate dates included
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

Please include "DeMatha Catholic High School" in the subject field.



### ***Assemble all of the application materials in one email to:***

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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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