



OUR LADY
of
GOOD
COUNSEL
HIGH SCHOOL

JOB TITLE: Senior Director of Business Operations

This full-time, FLSA exempt position reports to the Chief Financial Officer (CFO) and is responsible for providing tactical and strategic oversight, management, and planning of aspects of the daily business operations of the School. The Senior Director of Business Operations (“SBDO”) will support the School’s executive leadership team with the creation and communication of human resources policies, compliance with relevant employment and labor laws, and handling sensitive employee matters. The SBDO is central in campus planning and will work closely with the Board of Directors’ Plant Committee and Risk/Audit Committee on initiatives related to the enhancement of the School’s facilities, continued financial growth and stability, effective risk management, and building strong community connections. The SBDO has oversight of the Director of Physical Plant, the Dining Services contractor, the Print Shop Manager, and shared supervision of the Director of Community Engagement and Auxiliary Programs. Regular duties are described below:

JOB TYPE: 12-month Full Time Exempt

LOCATION: Our Lady of Good Counsel High School, 17301 Old Vic. Blvd., Olney, MD 20832

SUPERVISOR/MANAGER: Chief Financial Officer

RESPONSIBILITIES:

- Maintain and update (as necessary) the employee handbook (in coordination with the Assistant Principal for faculty), maintain compliance with relevant employment and labor laws, manage hiring policies, assist in the preparation of the annual salaries budget and employment contracts, and support supervisors (at all levels of management) in their handling of sensitive employee matters.
- Supervise and mentor the Director of Physical Plant and support the Facilities Team in their short-term and long-term projects.
- In collaboration with the Director of Physical Plant, oversee the planning, contracting and administration of all major capital projects for the School.
- In collaboration with the Director of Physical Plant, the Director of Technology, and the Plant Committee of the Board of Directors, develop statistical reports on facility conditions

and deferred maintenance, as well as coordinate the ongoing development of the five-year master facilities/capital expenditures budget. Manage the PPRRSM budget and reserves.

- Ensure compliance with all codes and regulations governing the use, construction, maintenance and improvement of site and facilities.
- Provide leadership and strategic planning for the school's bus transportation contract, which includes daily bus routes and field trip transportation.
- Oversee the School's food service operation through management of the contracted food service provider, ensuring a high quality, student-oriented dining experience.
- Supervise the Print Shop Manager and manage the School's print shop leases to ensure continuity of service in the production of printed classroom and co-curricular materials.
- Through the supervision of the Director of Community Engagement and Auxiliary Programs, oversee summer programming, other auxiliary programs, and year-round rentals, including the maintenance of rental policies, contractual agreements, budgeting, and pricing models.
- Work with the Director of Community Engagement and the PAC Operations Manager to ensure rental income does not exceed IRS safe harbor rules regarding unrelated business income.
- Oversee all risk management aspects of the school and ensure proper insurance coverage on all assets and operations. Respond to requests for certificates of insurance. Manage the School's relationship with its insurer and the Xaverian Brothers risk pooling trust.
- Lead the internal Risk Management Committee and serve as staff liaison to the Risk and Audit Committee of the Board of Directors.
- Perform contract negotiations and management for all major service providers (food service, print shop, transportation, grounds services, etc.).
- Sit on the Emergency Preparedness Committee to support campus safety and risk management efforts.
- Other duties as assigned.

Qualifications, experience, and skills

- Bachelor's Degree
- Visionary leader who is able to embrace Xaverian values.
- Proven skills in the area of human resources management, with experience leading and working successfully in a diverse environment.
- Demonstrated success in senior level facilities management or operations positions within an educational institution, or other non-profit organization.
- Knowledge of design, construction and renovation protocols.
- Sound fiscal management skills.
- Experience supervising individuals and teams effectively.
- A collaborative leader and worker with strong internal motivation, follow-through, and strong executive functioning skills.
- Strong verbal and written communication skills.

- Strong interpersonal skills.
- Strength in research, data collection, and analysis.
- An advanced understanding of, and ability to use, technology, including Microsoft Office, and on-line technologies (including the Google suite of products).
- Ability to establish, implement and maintain operational policies, procedures, controls, and standards in a complex environment with multiple demands.
- Demonstrated strategic and long-range planning skills.
- Creativity and innovation.
- Experience in independent schools is a plus.

REQUIRED WORK HOURS: Full-time, 8-hour day, with a busier schedule during budget and audit seasons, and occasional evening meetings. Daily desk work including significant amounts of telephone and computer time; as part of daily routines, the ability to move around a large campus with varied surfaces and a 3-story building. Lifting and carrying of equipment is not typical but may be required on rare occasions.

- All Good Counsel employees should uphold the School's mission and philosophy, and demonstrate the School's commitment to its core character values.
- Experience successfully working with a culturally diverse staff & community also required.
- Must be able to comply with background check, including fingerprints, as required by the agency and/or state regulations.
- Must lead with vision, integrity, enthusiasm, humor, savvy, and humility.

NON-DISCRIMINATION:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies based on race, color, national origin, ethnic origin, sex, age, disability, religion, or sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas, enicholas@olgchs.org.

PAY RANGE AND BENEFITS:

The annual base salary range is \$125,000-\$150,000, commensurate with experience. Good Counsel offers a competitive benefits package including medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, tuition remission (after three years), daily lunch, accrued vacation and sick time, and school holidays.

HOW TO APPLY:

- All applications should be emailed to employment@OLGCHS.ORG.
- Complete applications shall include: 1. cover letter; 2. resume; 3. contact information for three professional references.
- Review of applications will begin immediately upon receipt with priority consideration by June 15, 2024. Only complete applications submitted via email will be considered.

ABOUT OUR LADY OF GOOD COUNSEL HIGH SCHOOL:

Our Lady of Good Counsel High School is a private, Catholic, college preparatory, coeducational high school in Olney, Maryland. It is in the Roman Catholic Archdiocese of Washington.

Operated under the sponsorship of the Xaverian Brothers, Good Counsel offers students in grades nine through twelve a wide array of programs and activities that advance academic excellence, foster spiritual growth, and encourage leadership and service to others. With a student body of just over 1,200, the school prides itself on being a community that promotes an inclusive environment, embodying the Xaverian Brothers' values of simplicity, humility, compassion, zeal, and trust.

The school was founded in 1958 as an all-boys school in Wheaton, Maryland. In 1988, the school became coeducational. During the 2006-2007 school year, the school relocated to a new, sprawling 51-acre, high-tech campus in beautiful Olney, Maryland.