



# HOLDERNESS

## DIRECTOR OF BUDGET AND FINANCE POSITION DESCRIPTION







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### THE SCHOOL

Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains by choice a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.



### DIVERSITY MISSION STATEMENT

Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

### To Apply

Please email resume and cover letter to  
Hacker Burr at [hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)





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## THE POSITION

Holderness School seeks an engaged and committed individual to join our team as a full-time Director of Budget & Finance. This position calls for an experienced professional with a broad knowledge of finance, business principles, and who can contribute to budgeting and financial planning, accounting oversight, and sound financial controls. The School seeks an experienced contributor and partner committed to financial stewardship. Reporting to the Associate Head of School for Finance and Operations, the Director of Budget and Finance will join a team advancing change, creativity, and sustaining strong working relationships.







## PRIMARY RESPONSIBILITIES

### Financial Management

- Prepare and manage the annual budget in collaboration with relevant stakeholders and in partnership with the Chief Financial Officer. Work with campus departments to review resource needs.
- Be a principal liaison between academic and operating departments and financial operations.
- Assist the CFO in the preparation of reports of disbursements, special analyses, and reports for school administration and Trustees; develop recommendations for changes and/or improvements, monetary control, and adherence to the budget.
- Monitor financial performance and provide regular reports to the CFO and Head of School.
- Conduct financial analysis and forecasting to support decision-making processes.
- Collaborate with the Controller to develop and manage cash flow forecasting and reporting



- Collaborate with the Director of Facilities and Business Office team to manage and analyze capital and reserve funds, with an emphasis on annual capital renewals and an upcoming major capital campaign.
- Monitor the School's financial reports and determine ways to reduce costs, find efficiencies, and identify opportunities.





## PRIMARY RESPONSIBILITIES (CON'T)

### Reporting and Accounting

- Maintain accurate records and ensure compliance with regulatory requirements.
- Prepare unaudited, internal financial statements, including balance sheets, income statements, and cash flow statements.
- Partner with the Controller to reconcile financial accounts, including intra-year soft closes.
- Prepare timely and detailed reports on financial performance on a monthly, quarterly, and annual basis.
- Key contributor in financial audits and reviews, addressing any findings or recommendations.
- Collaborate with the Controller and Advancement to analyze and steward endowment funds that typically have donor-imposed restrictions placed upon the principal and/or income.
- Perform debt analysis, ensuring that all covenants are fulfilled in a timely manner, including annual debt management reporting.
- Assist with audit and internal control operations. Review all financial statements and footnotes in conjunction with external auditors.
- Develop financial reporting and tracking procedures for school events and fundraising campaigns.
- Work with the Admissions Office on tuition and fee planning during the application and contract processes.
- Interact with Board Committees and prepare and present materials for Board work.





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## PRIMARY RESPONSIBILITIES (CON'T)

### Compliance and Risk Management

- Ensure compliance with financial regulations, tax laws, and reporting requirements.
- Work with Business Office colleagues to facilitate internal controls and risk management protocols to safeguard assets.
- Stay updated on industry trends, best practices, and legal developments related to finance.
- Work closely with the CFO to monitor the school's financial position and proactively mitigate financial risks.



### Key Colleagues and Expectations

- Work closely with the Controller and other members of the Finance & Operations departments, including Directors of Human Resources, Facilities, Technology, Dining, Auxiliaries, and the School Resource Officer.
- Foster a collaborative and productive work environment, providing and receiving mentorship and professional development opportunities.
- Participate in regular performance evaluations.





## PROFESSIONAL ATTRIBUTES

- Contribute to the delivery of the mission, vision, and values of the school community.
- Demonstrate inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follow community policies and procedures and model positive behavior.
- Promote a trust-based community by keeping appropriate confidences.
- Manage time effectively and meet deadlines and commitments.
- Communicate and respond to all school communications in a timely manner.
- Exhibit flexibility and adaptability to change as needed.
- Exhibit professionalism, positive relationships, and appropriate communication with all members of the community.







## QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, or a related discipline is required. Masters in Business/Accounting and/or other relevant professional training is helpful.
- Five to ten years of related experience, or an equivalent combination of education and experience, which may include public or private accounting, business operations, financial reporting, and analysis, or budget oversight and planning.
- Knowledgeable of accounting standards, audit, and internal control protocols, and all applicable federal and state statutes.
- CPA or CMA certification will carry priority consideration.
- Experience in independent schools or similar environments is preferred.
- Demonstrated success in financial oversight, including business processes, internal controls, and process improvement.
- Strong technology skills, especially demonstrating excellence in Microsoft Suite (particularly Excel) and Blackbaud products (BBTM, BBEM, Financial Edge NXT, Raisers Edge NXT).
- Excellent verbal and written communication, strong mathematical and analytical skills.
- Experience with capital projects accounting, planned giving, and endowment familiarity preferred.
- Demonstrate the highest level of integrity and competence in thought, word, and action.



## QUALIFICATIONS (CON'T)

- Able to make informed decisions, take initiative, effectively consult with others, and prioritize tasks.
- Proven success at working collaboratively and efficiently on a creative, diverse, and goal-oriented team. Self-motivated, ability to multitask, excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Effective leadership and interpersonal skills are required to manage relationships, solve problems, and communicate effectively with school representatives, parents, students, and board members.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).







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## HOLDERNESS, NEW HAMPSHIRE

Holderness, New Hampshire, nestled in the heart of the Lakes Region, offers a picturesque blend of natural beauty and small-town charm. Situated on the shores of Squam Lake—famous for its role in *On Golden Pond*—Holderness provides year-round outdoor recreation, from boating and hiking in the summer to skiing and snowshoeing in the winter. The town is home to Holderness School, a prestigious independent boarding school, and benefits from its proximity to Plymouth, a hub for arts, culture, and higher education. With its stunning landscapes, close-knit community, and easy access to both the White Mountains and the Seacoast, Holderness is an ideal setting for those seeking a balance of professional fulfillment and an exceptional quality of life.







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## OPPORTUNITIES

**Strategic Financial Leadership:** The Director of Budget & Finance will play a pivotal role in preparing for Holderness School's \$70 million capital campaign, ensuring strong financial oversight and reporting structures. This includes high-level modeling, financial analysis, and strategic decision-making.

**Collaboration & Relationship-Building:** Success in this role requires deep collaboration across departments, particularly with the CFO, development team, and operations. The Director must translate financial data into actionable insights for non-financial stakeholders, fostering a culture of transparency and shared accountability.

**Operational & System Maturity:** As Holderness continues to grow, the Director will be instrumental in evolving its financial systems to a more sophisticated, scalable model. This includes refining budgeting, reporting, and internal controls while maintaining the school's relational and student-focused culture.

**Problem-Solving & Adaptability:** With a newly created position, the Director must be comfortable with ambiguity, bringing a "see it and fix it" mentality to financial and operational challenges. This includes analyzing cost efficiencies, exploring outsourcing opportunities, and balancing fiscal responsibility with long-term institutional priorities.

**Cultural Fit & Leadership:** Holderness values humility, grit, and a collaborative mindset over a transactional approach. A strong candidate will embrace the school's "all-in" culture, understand independent school business models, and contribute to a financially sustainable future while supporting the school's unique community.





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## Salary and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health and life/disability insurance, retirement plan with employer match, and paid time off.
- Relocation expense allowance if applicable.



**Anticipate Start Date:** This position is scheduled for a start date of July 1, 2025 or as soon as possible thereafter.

*Applications will be considered until the position has been filled.*







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Interested and qualified candidates should electronically submit in a single email, but as separate PDF documents, the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

**All materials should be sent via email to:**

Hacker Burr  
President and Managing Director  
Big Back Pack LLC  
hacker@bigbackpack.org  
(843) 478-3139



To Apply

Please email resume and cover letter to  
Hacker Burr at [hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)

