



DIRECTOR OF FINANCE AND OPERATIONS SEARCH



TOWER SCHOOL
FOUNDED 1912





DIRECTOR OF FINANCE AND OPERATIONS

THE SCHOOL

Tower School is an independent PreK-8 school located in Marblehead, MA. Our mission is to teach students to think critically and creatively, to develop joyful curiosity, to embrace challenge and apply knowledge with confidence, and to thrive within a community rich with diverse perspectives and talents.



With an enrollment of 270 students and 65 faculty and staff, the School is situated on an 11-acre campus consisting of a 70,000 sq ft building, turf field, greenhouse, and student gardens.

Tower seeks administrators, faculty, and staff who demonstrate an interest in participating fully in the life and activities of a highly engaging elementary and middle school and will contribute to furthering Tower’s mission. Successful candidates will exhibit a strong work ethic, a demonstrated commitment to equity and inclusion, excellent written and verbal communication skills, a good sense of humor, and an ability to inspire young people.

To Apply

Please email resume and cover letter to
Tucker Hastings at tucker@bigbackpack.org





POSITION SUMMARY

The Director of Finance and Operations (DFO) is responsible for managing all financial and operational aspects of the school. The DFO is a mission-driven strategic thinker who provides innovative financial and organizational leadership. Reporting to the Head of School, the DFO serves as the Head of School's strategic business partner, providing fiscal and operational analysis and support. The DFO is a member of the school's senior leadership team and works collaboratively with the Board of Trustees to ensure that the school's financial and operational functions support Tower's mission, core values, and strategic direction.





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MANAGERIAL RESPONSIBILITIES

- Supervise the operation of the business office, including but not limited to accounts payable and accounts receivable, general ledger, monthly and annual reporting.
- Supervise the work of the business office personnel to ensure compliance with all applicable accounting procedures and standards per Generally Accepted Accounting Principles (GAAP) and the rules of the Financial Accounting Services Board (FASB)
- Oversee management of human resources, including employee relations, benefits and compensation, and safety for employees.
- Effectively supervise and mentor key professional staff, including the Director of Information Technology, Controller, Building & Grounds Supervisor, Director of Auxiliary Programs, and Receptionist.





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OPERATIONAL RESPONSIBILITIES

- Plan and prepare forecasts of the financial condition of the School. Report to the Head of School, Board of Trustees, and Finance Committee on the present and future operations results, including overseeing the ongoing maintenance and updating of a long-term financial model.
- With the Controller, prepare operating statements for the Head of School and the Board of Trustees and provide timely and accurate budget vs. actual reports to the budget managers and notify these users when budget variances suggest potential issues.
- Establish an effective financial modeling system for strategic planning to aid the administration and the Board of Trustees in making strategic decisions.
- In concert with the Finance Committee, establish a plan and schedule to prepare the annual budget that will permit the setting of the succeeding year's tuition and compensation.
- Oversee the School's purchasing and contracts, banking activities, payroll, benefits program, and financial investments, including the endowment. Implement the investment decisions of the Investment Committee of the Board of Trustees.
- With the Controller and Audit and Risk Management Committee provide for the securing of an annual audit of the School's financial records and financial positions.





OPERATIONAL RESPONSIBILITIES (CONTINUED)

- In concert with the Director of Development, ensure proper receipt, accounting, and spending of designated gifts.
- Manage tuition assistance, including preparation of materials, compilation of data for Tuition Assistance Committee, record keeping, notification, and follow-up.
- Communicate and support parents regarding sensitive and complex financial situations.
- Establish, review, revise, and ensure legal compliance and risk mitigation with all federal and state laws concerning human resource management, benefits, payroll, wage and hour, and personnel (including but not limited to ACA, FLSA, FMLA, PFMLA).
- Serve as liaison to the Head of School and the Board of Trustees on all facilities planning initiatives. With Controller and Building & Grounds Supervisor, manage fixed assets and construction in progress.
- Manage transportation systems and contracts.





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OPERATIONAL RESPONSIBILITIES (CONTINUED)

- Report and collect data to and from school associations (NAIS, AISNE, JBSA, etc.) and manage surveys of data from benchmark groups. Communicate risks, opportunities, and trends by creating, researching, and participating in surveys.
- Represent the School at various regional, state, and national associations relative to the role of a CFO/Business Manager.
- Act as the School's liaison with appropriate local officials. Serve on committees, task forces, and study groups as needed.
- Provide the financial information and planning that builds understanding and trust among the faculty, administration, the Board of Trustees, and families.
- Perform other duties as assigned by the Head of School.





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QUALIFICATIONS AND REQUIRED SKILLS

- Bachelor's Degree required; advanced degree or MBA preferred.
- 7-10 years' financial management experience at a senior level preferred.
- Proven track record in developing and executing cross-functional operational plans.
- Experience in strategic pricing to drive enrollment and meet market demand and expertise in optimizing financial aid.
- Ability to lead strategic initiatives to completion while anticipating issues and identifying practical solutions across the school.
- Experience developing long-range capital and operational budget planning
- Experience in gathering, synthesizing, and analyzing data to provide metrics key to guiding prudent decision making.
- Exceptional written/verbal communication and presentation skills, including the ability to distill complex topics and then communicate them effectively to varied audiences.
- Significant experience supervising other personnel and managing multiple projects and programs.
- A high level of integrity and a strong work ethic.
- Ability to integrate effectively into the culture of a not-for-profit independent school while implementing strategies and tactics necessary for successful operations of the business.





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OPPORTUNITIES

- Enhancing Organizational Effectiveness: The Director will play a critical role in refining systems and processes to maximize the effectiveness of Tower's financial and operational outputs. By streamlining workflows and technological platforms and strategically using data, he/she will help boost both operational efficiency and financial outcomes.
- Team Development: The Director must quickly build trust within a talented senior administrative team by creating a supportive environment where each member has access to the Director's office and open, regular communication.
- Vision for the future: The Director will be proactive with issues like modeling future enrollment trends, facility planning, tuition assistance needs, changes in federal laws, auxiliary revenue opportunities and evolving health insurance priorities so as to best position this small school community in the years ahead.





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Tower School is an Equal Opportunity Employer. Tower does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and need.



Anticipate Start Date: This position is scheduled for a start date of Spring, 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:

Tucker Hastings
Senior Search Consultant
Big Back Pack LLC
tucker@bigbackpack.org
(617) 653-0844

