

Search for the Chief Financial Officer & Operating Officer



Mission:

"We wish our students to become strong in body, broad of mind, tender of heart, responsive in soul."

– Mary Hyde DuVal, Founding Headmistress

About St. Anne's-Belfield School

Since 1910, St. Anne's-Belfield School has been committed to nurturing the whole student: body, heart, mind, and soul. As the largest independent school in the college town of Charlottesville, Va., our 900+ students, age 2 through Grade 12, inspire us each day as we aspire to educate the next generation of exemplary citizens and visionary leaders.

As a member of our school community, you'd be joining a team of people who are passionate about their roles and contributing to a community of purpose and belonging. Those who thrive at St. Anne's-Belfield are people who, as outlined in our Portrait of a Graduate, pursue knowledge to generate impact, seek to engage diverse perspectives and practices, engage in reflection, demonstrate moral character and integrity, and work to understand and meet the needs of the community.

Our two beautiful campuses on 55 acres serve as vibrant hubs for curiosity, creativity, and academic excellence. This is perfectly complemented by our location in Charlottesville, one of the top 5 happiest cities in the U.S., as recognized by National Geographic and Outside Magazine. Opportunities abound to connect with nature, enjoy arts and culture, engage with the University of Virginia, only one mile away, and explore American history both within our region or Richmond (one hour by car) and Washington, D.C. (two hours by car).

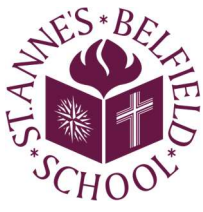


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School Leadership

Dr. Autumn Adkins Graves joined St. Anne's-Belfield School as head of school in 2020. A leader within the education sector for more than 30 years, she previously served as the head of Girls Preparatory School (GPS) in Chattanooga, Tenn., and has previously held significant leadership roles at Mercersburg Academy, Breck School, Sidwell Friends, Friends Seminary, and Girard College.



In her first five years of leading St. Anne's-Belfield School, the School has achieved tremendous programmatic growth to further support the mission. Among these achievements include:

- Enrolling the largest student body in the school's history,
- Supporting the redesign of the Early Childhood Program (ECP). The shift to an outdoor curriculum and pedagogy includes opening The Natural Classrooms, which includes cottages for each class, STEM centers, an Art Lab, and renewed play spaces that enhance children's physical and emotional creativity and resilience,
- Reimagining the Upper School Residential Life program to be more inclusive of domestic and international students, now representing 11 countries and ten states,
- Renovating 10,000 square feet of an iconic building on the historic Greenway Rise Campus to include a state-of-the-art makerspace, recording studio, library, and flexible learning spaces,
- Orchestrating a school-wide process to design the Portrait of a 2036 Graduate, incorporating futurist thinking that will lead to strategic programmatic and philanthropic enhancements to programs and spaces,
- Recommitting the School to its health and wellness programming by creating a Support Services Department, expanding athletics offerings, and renovating recreational and strength training facilities, and
- Creating a comprehensive Civic Engagement Initiative that includes a full-time director, volunteers, service-learning, and a social entrepreneurship fellowship with public and private school students in the Charlottesville region.

Dr. Graves earned a bachelor's degree in rhetoric and history from the University of Virginia, a master's degree in private school leadership from Teachers College, Columbia University, and a doctorate in higher education management from the University of Pennsylvania. She and her husband, Vann, are parents to two current St. Anne's-Belfield School students in the classes of 2033 and 2035.

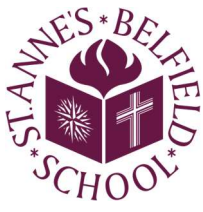


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The Charlottesville Area



St. Anne's-Belfield School has two campuses on more than 55 acres in Charlottesville, Va. right around the corner from the University of Virginia. A bustling college town situated within driving distance of the state and nation's capitals, Charlottesville is a stellar community no matter what measurement is used.

The City of Charlottesville (founded 1762) is in Central Virginia in Albemarle County, approximately 100 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, the city is autonomous and entirely independent of any county or any other political subdivision.

The Opportunity

St. Anne's-Belfield School seeks a strategically oriented and experienced financial and business leader to fill the key position of Chief Financial Officer & Operating Officer (CFO/O). The CFO/O will work closely with the Head of School in support of the school's mission, vision, and values. The CFO/O oversees the organization, management, and implementation of the school's comprehensive business, financial, and investment initiatives. The CFO/O is a key member of the Senior Administrative Leadership Team (SALT) that oversees the day-to-day operation of the school, as well as the "big picture" issues and ambitious plans that outline St. Anne's-Belfield's future.

The CFO/O ensures that the institution's people and programs benefit from access to ample resources, that current and future projects are well-funded and well-managed, and that St. Anne's-Belfield School considers both mission and financial sustainability in all its decisions.

Proficiency with accounting systems and effective data management and analysis to support innovation and efficiency across the organization is critical to effectiveness in this role. In addition, the successful candidate must have demonstrated leadership in implementing change and fostering a high level of teamwork and customer service, while embracing both diversity and technological advancement.

The CFO/O supervises the Controller and the Director of Human Resources to ensure that appropriate financial controls and HR policies are utilized efficiently and effectively in support of the school's mission and strategic goals. In addition to overseeing the Business Office and Human Resources, the CFO/O's responsibilities encompass the management of contracted services that support in-house staff including dining, housekeeping, security, physical plant, and data security. The CFO/O serves as the school's fiscal and fiduciary officer, responsible for issuing financial and management statements and reports.

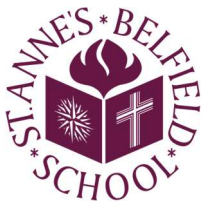


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Professional Skills and Competencies:

- Bachelor's degree is required; an M.B.A. and/or a master's degree in a related field is strongly preferred.
- Eight years of work experience in a financial and business leadership position.
- A strong commitment to education, a high level of integrity, an extraordinary work ethic, and an interest in serving as a mentor and positive role model.
- Strong background in financial systems, modeling and forecasting, budgeting, investing, cash and risk management, and the establishment of effective financial controls.
- Experience in support services administration, business services, human resources and benefits administration, and facilities management. Ability to effectively interface with all levels of the school community — administration, staff and faculty, Board of Trustees, parents/guardians, boarding and day students, alumni and friends of the school, and the city of Charlottesville.
- An open and collaborative management style characteristic of a team player who can provide superior customer service and foster a high level of teamwork.
- Ability and interest in effectively recruiting, leading, developing, motivating, supporting and retaining diverse staff.
- Outstanding communication skills, both oral and written.
- Effective negotiation skills in cultivating and developing contracts with external vendors.
- Interest in industry associations and “best practices” to bring about appropriate change in the spirit of total quality improvement.
- Creativity, a positive outlook, proactive orientation, empathetic leadership style, humility, maturity, and a sense of humor.
- Experience in an independent secondary school, college, or university setting is strongly preferred.

Responsibilities Include:

Operating responsibilities will include:

- Partnering with the Head of School, Senior Administrative Leadership Team, and Board of Trustees in managing and developing efficient and effective methods to steward the annual operating budget to meet short-term needs and long-term strategic goals and objectives.
- Reimagining a modernized, agile, and best-practice-based Information Technology (IT) department that meets the needs of all students, faculty, and staff.
- Ensuring technology is integrated into the Business Office and the school's operations to optimize effectiveness in support of the school's mission.
- Partnering with the human resource department to support the more than 225 full- and part-time faculty, staff, and administrators, and 75 seasonal coaches and employees.
- Partnering in conversations around strategic planning to achieve long-term sustainability.

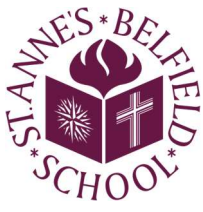


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- Providing the leadership and management necessary to ensure that the school has the proper operational controls, administrative and reporting procedures, and staff, including systems in place to ensure financial strength and operational efficiency.
- Assisting the Head of School with overseeing the school's Emergency Management Plan, including active participation on the Emergency Management Team.
- Overseeing design, budgeting, and completion of all capital construction and renovation projects.
- As the school's compliance and risk officer, serving as the first point of contact for risk management issues, directing the risk management process for the school, and ensuring effective liability insurance for building assets, equipment, employees, students, and trustees.
- Attending and presenting financials at all Board and select Board Committee meetings.

Financial responsibilities will include:

- Assisting the Director of HR in evaluating benefit negotiations, resulting in the most competitive packages for faculty and staff.
- Providing operating budget oversight and preparing and presenting financial reports for both internal and Board functions.
- Managing the employee and vendor contract process and partnering with the head of school on legal matters impacting the school.
- Working closely with key trustees and monitoring the school's investment portfolio.
- Developing, maintaining, and reporting all required environmental, health, and maintenance standards as required by law and ensuring compliance with all state and federal regulations.

Financial aid responsibilities will include:

- Co-chairing the Financial Aid Committee with the Associate Head of School for Enrollment Management.
- Managing the School's relationship with vendors related to the financial aid allocation process.
- Preparing financial aid reports for internal and board purposes.

To Apply - Candidates must provide:

- A letter of interest addressing qualifications and vision for the role
- A complete résumé detailing positions and responsibilities
- Five professional references with contact information

Please send materials electronically to: STABCFO@ies-consulting.org



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