NBOA ADVISORY SERVICES
EXECUTIVE SEARCH

Associate Head of School for Finance and Operations

Advance Excellence and Community in Austin's Premier Episcopal School

St. Stephen's EPISCOPAL SCHOOL

Start Date: July 2026 or sooner

Website: www.sstx.org

AN EXECUTIVE SEARCH LED BY NBOA ADVISORY SERVICES

Join a Mission-Driven Leadership Team at St. Stephen's Episcopal School

St. Stephen's Episcopal School, located on a stunning 370-acre campus in the Texas Hill Country overlooking Lake Austin, is a nationally recognized coeducational day and boarding school.

Serving grades 6–12, with more than 700 students from 17 Texas cities, 9 states, and 26 countries, St. Stephen's offers a rigorous college preparatory curriculum balanced with athletics, arts, outdoor education, and service learning. The school's mission is to inspire a lasting love of learning and spirit of service so that each student lives a life of meaning and enriches the world.

St. Stephen's is known for its dynamic intellectual environment, commitment to wellness and spiritual fulfillment, and a vibrant residential community, with more than 40 residential faculty members living on campus to support boarding students. The school's Project and Idea Realization Lab (PIRL), Helm Fine Arts Center, observatory, aquatic center, and specialized programs in soccer, tennis, swimming, and theatre, provide students with unmatched opportunities for growth and exploration.

With strong financial health and exciting campus projects ahead, St. Stephen's invites a collaborative leader to steward resources and advance operational excellence. The next Associate Head of School for Finance and Operations (AHOSFO) will join a talented senior leadership team and partner closely with the Head of School, Board of Trustees, and community stakeholders to sustain the school's financial strength, guide major capital initiatives, and support St. Stephen's vision for the future. The school benefits from the long and stable headship of Chris Gunnin, whose leadership has fostered continuity, strategic growth, and a deeply rooted sense of community.

This role offers an extraordinary opportunity to:

- Lead within an established and well-respected organization that values academic excellence, the inherent dignity of all people and a call to service and social justice.
- Build collaborative relationships with a highly engaged leadership team and Board, including enhancing financial modeling, analysis and reporting in partnership with Board committees.
- Provide leadership, support, and mentorship to dedicated business office and operations teams, fostering professional growth and a culture of service, while creating opportunities to strengthen the departments as needed.
- Immerse yourself in the life of the school through on-campus housing and active participation in a vibrant residential community.



The Associate Head of School for Finance and Operations Role at St. Stephen's

The AHOSF&O at St. Stephen's Episcopal School is a key member of the senior leadership team, accountable to the Head of School and working in close partnership with the Board and relevant committees.

This executive leader manages the school's financial resources and business operations in support of St. Stephen's mission, core values, and vision. The AHOSF&O oversees planning, control, accounting, reporting, physical plant stewardship, risk management, audit preparation and compliance, ensuring operational excellence and institutional sustainability.

Financial Leadership

Stewards the school's financial health through disciplined planning, transparent reporting, and strategic resource management.

- Prepares and reviews financial, budget, investment, and capital project reports; presents to the Head of School, Board, and committees regularly; and keeps all informed of the school's financial condition.
- Leads strategic financial risk assessment and management.
- Leads long-range financial planning and scenario modeling aligned with institutional priorities and Board initiatives.
- Partners with Board committees to enhance financial modeling and analysis and to lead development of and present appropriate reports for the full Board.
- Coordinates planning, execution, and financing of major construction projects.
- Oversees audit processes and investment management.
- Works in partnership with the Endowment Fund Board to support financial stewardship of the school endowment.
- Advises on tuition, financial aid, and compensation strategies.





Budget & Accounting

Manages the full budget cycle and ensures robust financial controls and compliance with professional standards.

- Assembles preliminary annual budget from departmental requests and establishes priorities in consultation with the administrative team.
- Works closely with the Board Finance Committee to plan for budget priorities and leads the budget preparation.
- Facilitates budget approvals by Finance Committee and Board and ensures expenditures align with approved budgets.
- Establishes and maintains procedures and controls for all financial systems.
- Supervises Controller and Director of Human Resources in oversight of general ledger, accounts payable/receivable, payroll, cash, purchasing, benefits, taxes, and other accounting systems.
- Provides timely and transparent financial insights to inform decision-making.
- Works closely with Director of Advancement Endowment Fund Board to ensure proper recording and transfer of donor gifts.
- Maintains accounting records for the school's Endowment Fund.
- Serves on the Financial Aid Committee.

Personnel Management

Leads, supports, and mentors a well-resourced business office staff, fostering professional growth and a culture of service, with opportunities to strengthen the department as needed.

- Recruits, interviews, hires, and trains new staff for business and operations functions.
- Oversees daily workflow and provides constructive performance feedback.
- Coaches staff and recommends professional development opportunities.
- Supervises administration of personnel programs and policies (hiring, discipline, benefits, safety, training, compensation).
- Maintains professional relationships with bankers, attorneys, auditors, investment managers, insurance brokers, architects, contractors, vendors, and regulators.

Physical Plant

Oversees campus operations, facilities, and capital projects to ensure a safe, functional, and inspiring environment.

- Supervises Directors of Facilities, Custodial Services, and Technology.
- Maintains standards of maintenance, safety, and quality of campus facilities.
- Serves as liaison with planners, architects, engineers, and contractors for campus planning and construction.
- Ensures maintenance recordkeeping is in line with industry standards and best practices.
- Collaborates in the care of creation and stewardship of campus resources.



Safety and Insurance

Champions risk management and compliance to safeguard the school community and assets.

- Oversees risk management framework, policy development, and exposure monitoring.
- Coordinates with insurance providers and government regulators.
- Supervises Director of Security and advises Head of School on safety matters.
- Ensures safety and security systems are fully functioning and meet community expectations.
- Reviews contracts and legal agreements to protect institutional interests.



Auxiliary Services

Provides strategic oversight for programs that enrich campus life and/or generate revenue.

- Provides leadership for dining services, transportation, school store, facilities rentals, and summer programming.
- Ensures financial sustainability and operational excellence for all auxiliary programs.
- Promotes service-oriented approach to internal and external stakeholders.
- Supports innovation and continuous improvement in program offerings.
- Aligns auxiliary services with mission and community needs.

Community & Culture

Models and promotes St. Stephen's values, fostering a vibrant, inclusive, and caring school community.

- Collaborates with integrity, promotes respect and inclusion, and contributes to a culture of belonging.
- Pursues ongoing professional growth and models a love of learning.
- Communicates clearly and constructively across roles and departments.
- Honors the dignity of all community members and supports a culture of inclusion.
- Acts ethically and uses community resources responsibly.
- Supports and advances the residential life program, helping to ensure a safe, inclusive, and vibrant community for boarding students and faculty.



The Associate Head of School for Finance and Operations Role at St. Stephen's

The successful Associate Head of School for Finance and Operations at St. Stephen's will be...

A Strategic Steward: Able to see the big picture and design resilient, future-ready financial and operational frameworks that support innovation, sustainability, and the school's mission—grounded in St. Stephen's strong financial position, active capital projects, and long-range planning discipline.

A Collaborative, Transparent Partner: Skilled at building trust and fostering strong relationships with the Head of School, the Board of Trustees, faculty, staff, and families —translating complex financial and operational information into clear, actionable insights and enhancing committee-level modeling and analysis.

An Operational Leader: Experienced in overseeing complex campus operations—facilities, safety and security, technology, and auxiliary services—with a focus on risk management, efficiency, and continuous improvement, and the ability to guide major construction and renovation initiatives.

A Residential Community Builder: Fully engaged in the boarding life of the school, living on campus and partnering with residential faculty to cultivate a safe, inclusive, and vibrant community that supports student wellness, engagement, and the distinctive rhythms of day/boarding life.

A Mission-Driven, Ethical Team Developer: Deeply committed to St. Stephen's Episcopal values and culture, modeling integrity and sound judgment while recruiting, developing, and inspiring high-performing, cross-functional teams; fostering collaboration, service, and professional growth so the department evolves to meet the school's future needs.



Financial Snapshot

St. Stephen's Episcopal School maintains a strong and resilient financial foundation, guided by disciplined stewardship, strategic foresight, and a deep commitment to mission-aligned resource allocation. With an annual operating budget of approximately $42 million, the school supports a wide range of academic programs, student services, and institutional priorities across its expansive campus in Austin.

The school's $50 million endowment provides stable support for operations, financial aid, and long-term strategic initiatives. St. Stephen's currently carries no institutional debt, reflecting prudent financial management and long-range planning. Auxiliary programs—including summer offerings, facility rentals, and specialized academies, contribute to operational sustainability and community engagement.

The school's $6 million annual financial aid budget reflects its enduring commitment to access and equity, with 20% of students receiving need-based support. This investment ensures that St. Stephen's remains socioeconomically diverse and mission-driven in its enrollment practices.

Philanthropy plays a vital role in the school's financial strength. St. Stephen's is nearing the completion of a successful capital campaign, Lasting Impact—now in its third year, with an ambitious $85 million goal—which will support the construction of two significant buildings, the renovation of another, and the continued growth of the endowment. The campaign advances strategic priorities such as reimagining learning spaces, expanding community access, and supporting faculty and student experiences. The school's annual fund brings in approximately $2 million each year, providing substantial support for operations and reinforcing St. Stephen's commitment to excellence and sustainability.

With approximately 210 full-time faculty and staff, the school's financial operations are designed to support a vibrant and inclusive professional community. The Associate Head of School for Finance and Operations will oversee all aspects of financial management—including budgeting, forecasting, investment oversight, and capital planning—and will play a central role in ensuring that St. Stephen's financial systems and decisions reflect its values, support its strategic plan, and position the school for long-term resilience.





OPPORTUNITIES FOR IMPACT





Strategic Opportunities

- **Advance Mission-Aligned Financial Stewardship:** Lead long-range financial planning and resource allocation that supports St. Stephen's mission, values, and strategic vision, ensuring continued financial strength and sustainability.

- **Guide Major Capital Projects:** Oversee the planning, financing, and execution of two new building constructions and a significant renovation, partnering with campus leaders and external experts to deliver transformative facilities.

- **Strengthen Board and Committee Partnerships:** Collaborate with the Board of Trustees and its committees to enhance financial modeling, scenario analysis, and strategic decision making, elevating governance and transparency.

- **Foster a Collaborative Leadership Culture:** Build cooperative working relationships with a talented senior leadership team and support a culture of respect, excellence, and shared purpose across the school community.

- **Enhance Residential Life Integration:** Support and advance the boarding program by aligning operational resources, facilities, and staffing to promote student wellness, engagement, and a vibrant campus experience.

- **Promote Environmental Stewardship:** Champion sustainable practices and the care of St. Stephen's natural campus environment, integrating ecological responsibility into operational and capital planning.

Tactical Opportunities

- **Refine Financial Reporting and Analysis:** Implement timely, transparent financial reporting and dashboards to inform leadership, board, and community decision-making.
- **Optimize Budget Processes:** Streamline annual budget development, variance analysis, and departmental collaboration to ensure resources are aligned with priorities and expenditures are well-managed.
- **Strengthen Risk Management and Compliance:** Review and enhance risk management frameworks, safety protocols, and compliance practices to safeguard the school's assets and community.
- **Support Strategic Staffing and Operations Leadership:** Assess and, as needed, recruit key business office and operations leaders, ensuring the team is positioned for future success.
- **Elevate Auxiliary Program Performance:** Oversee and improve the financial sustainability and operational excellence of auxiliary programs—including dining, transportation, summer offerings, and facility rentals—to maximize impact and community engagement.



About St. Stephen's Episcopal School

Founded in 1950 by Rev. William Brewster and Bishop John E. Hines, St. Stephen's Episcopal School holds a distinguished place in American education as the first coeducational Episcopal boarding school in the United States and the first integrated boarding school in the South. With a rich history of welcoming students from all backgrounds and cultures, St. Stephen's has always been dedicated to teaching young people to live together in community, honoring the dignity and individuality of every person.

Mission

The shared purpose of St. Stephen's Episcopal School is to inspire a lasting love of learning and spirit of service so that each of our students lives a life of meaning and enriches the world.

Vision

As an Episcopal school, St. Stephen's embraces five core values as the foundation of our mission: love of learning, balance, diversity, community and service.

ST. STEPHEN'S DEDICATES ITSELF TO:

- Creating a dynamic, compelling and rigorous intellectual environment that encourages active inquiry and fosters a lifelong love of learning.
- Offering programs that support active engagement and broad interests balanced with programs that promote wellness and spiritual fulfillment.
- Upholding and advancing our founders' bold, progressive vision for a diverse, inclusive and equitable school community that respects and celebrates the unique individuality and dignity of every human being.
- Providing an exceptional educational experience that transcends the classroom and enhances students' knowledge that they are valued members of a unique boarding and day school that celebrates learning and living together in community.
- Inspiring students to serve their immediate community and the global human family as educated and ethical citizens and stewards of the planet we all share.

A pillar of the school since its founding, the St. Stephen's boarding program is now home to 182 boarding students representing 26 countries — including China, Guatemala, Haiti, Mexico, Spain, and Thailand—plus 9 U.S. states and 17 Texas cities.

The inclusion of young people from different races, cultures, languages, and religions creates a truly global student population, promoting mutual learning and unity across both the boarding and day programs. This vibrant diversity enriches the school community and prepares students to thrive as educated and ethical citizens in an interconnected world.

ACADEMICS & STUDENT LIFE

The St. Stephen's experience is defined by highly personalized learning in a supportive and inclusive campus community, where students are encouraged to achieve healthy, balanced lives and become responsible global citizens. The academic program is grounded in the tradition of the liberal arts, fostering openness, candor, tolerance, and respect as students develop independent points of view and learn to use evidence to challenge or support hypotheses.



The school's dedicated faculty and staff are unwavering in their commitment to providing an academically challenging experience within the context of a balanced program in academics, athletics, and the arts. The daily schedule is organized around chapel services, classes, study, meals, athletics, and extracurricular activities, with a seven-day rotating schedule that encourages students to make thoughtful decisions about their use of time.

Middle School at St. Stephen's is a critical bridge between elementary and secondary education, and between late childhood and pre-adolescence. Distinguished faculty guide students through this transition, helping them build strong academic foundations and develop essential skills for lifelong learning.



Upper School students are challenged to think critically, reason independently, and engage deeply with a diverse curriculum. Faculty nurture intellectual and cultural growth, preparing students for college and beyond through a rigorous academic program and comprehensive college counseling.

St. Stephen's also offers robust learning support, a wide range of electives, and signature programs that encourage students to pursue their passions and develop as creative, ethical, and globally minded leaders.

The Fine Arts Department at St. Stephen's activates the creative sensibilities of every member of the boarding and day school community. Students are nourished by a variety of opportunities for artistic expression, study, and criticism—across visual arts, music, theatre, dance, and film.

The inclusive arts program supports students at every stage, from beginners to aspiring professionals, and fosters mind-body connectivity, critical judgment, and creative exploration.

The Spartan Athletics program develops the whole person—mind, body, and spirit. Through education and competition, coaches and trainers instill discipline, sportsmanship, integrity, leadership, and responsibility. The school offers 19 sports and more than 70 teams for grades 6–12, competing in the Southwest Preparatory Conference and traveling nationally and internationally for training and competition.

Additionally, adventure sports and outdoor education programs take full advantage of the school's campus and surroundings, and foster resilience, teamwork, and a deep respect for the natural world.

Diversity, Equity, and Inclusion

St. Stephen's Episcopal School is deeply committed to fostering a diverse, equitable, and inclusive community where every individual is valued and respected. As the first integrated boarding school in the South, St. Stephen's has a proud legacy of welcoming students from all backgrounds, cultures, and identities. The school's commitment to honoring the inherent dignity of all people is woven into every aspect of campus life, from curriculum and programming to faculty development and student leadership.

St. Stephen's embraces diversity as a source of strength and learning, promoting mutual understanding and respect among students, faculty, and staff. The school actively supports equity and inclusion through ongoing dialogue, cultural celebrations, affinity groups, and service projects. By honoring the dignity of every person and encouraging open-minded inquiry, St.Stephen's prepares students to thrive as compassionate, ethical leaders in a global society.









Campus & Community

St. Stephen's Episcopal School is set on a breathtaking 370-acre campus in the Texas Hill Country, overlooking Lake Austin.

The campus features state-of-the-art academic buildings, the Helm Fine Arts Center, athletic facilities, observatory, outdoor education spaces, and the Project and Idea Realization Lab (PIRL). Students, faculty, and staff live, work, and grow together in a vibrant, inclusive community. Faculty housing on campus fosters close relationships and a strong sense of belonging, with residential staff actively engaged in student life and the boarding program.

The campus is designed to encourage collaboration, creativity, wellness, and exploration, with hiking trails, sports fields, and gathering areas that make the most of the natural beauty and resources of the Hill Country.

Living and working at St. Stephen's means being part of a supportive environment where every individual is known, valued, and celebrated. The residential community is enriched by the presence of faculty and staff who live on campus, contributing to the unique culture and daily life of the school.

The Austin Advantage

Beyond campus, St. Stephen's offers the best of Austin—a city renowned for its cultural vibrancy, natural beauty, and welcoming spirit.

Austin is celebrated for its live music scene, world-class restaurants, outdoor recreation, and thriving arts community. Residents enjoy easy access to hiking and biking trails, lakes, and parks, as well as festivals, museums, and professional sports. The city's diverse neighborhoods, innovative spirit, and laid-back lifestyle make it one of the most desirable places to live in the country.

Whether exploring the Hill Country, attending local events, or engaging with the broader Austin community, faculty and staff at St. Stephen's benefit from a dynamic environment that supports both personal and professional growth.

Candidate Profile

CORE COMPETENCIES

Strategic Financial Leadership
Demonstrated expertise in multi-year financial planning, budgeting, forecasting, and investment management, with a track record of aligning resources to mission and strategic priorities.

Operational Excellence
Proven ability to oversee campus operations, facilities, security, technology, and auxiliary services, driving efficiency, safety, and continuous improvement across all domains.

Residential Community Engagement
Willingness to live on campus and actively participate in the boarding community, supporting student life, wellness, and the distinctive rhythms of day and boarding school culture.

Collaborative Partnership
Skill in building trust and fostering strong relationships with the Head of School, Board of Trustees, faculty, staff, and community stakeholders, enhancing teamwork and shared purpose.

Change Management
Experience navigating organizational transitions and driving innovation in business processes and technology, adapting to evolving needs and opportunities.

Transparent Communication
Ability to present complex financial and operational information clearly and effectively to diverse audiences, promoting understanding and informed decision-making.

Ethical Stewardship
Commitment to integrity, accountability, and best practices in nonprofit management, modeling reliability and sound judgment in all decisions and interactions.

Team Leadership
Ability to supervise, develop, and inspire high-performing cross-functional teams, fostering a culture of collaboration, service, and professional growth.

Mission Alignment
Deep appreciation for Episcopal values, educational philosophy, and the unique culture of St. Stephen's, with a passion for advancing the school's mission and vision.

QUALIFICATIONS & EXPERIENCE

Required Qualifications

- Proven experience as a Chief Financial Officer in one or more independent schools.
- Bachelor's degree in finance, accounting, business administration, or a related field; advanced degree preferred.
- Minimum of five years of progressive leadership experience in nonprofit financial and operational management.
- Expertise in strategic financial planning, budgeting, forecasting, and multi-year financial modeling.
- Strong knowledge of GAAP, nonprofit accounting, and regulatory compliance. Demonstrated experience supervising and developing high-performing, cross-functional teams.
- Proficiency in financial and operational systems such as Blackbaud Financial Edge NXT, Veracross, or similar platforms.
- Exceptional communication and presentation skills, with the ability to engage and educate trustees, senior leaders, and diverse stakeholders.
- Commitment to the mission, values, and educational philosophy of St. Stephen's Episcopal School and Episcopal education.

Preferred Qualifications

- MBA, CPA, and/or other relevant advanced credentials.
- Deep understanding of independent school operations, including facilities, safety and security, food service, transportation, and capital projects.
- Experience leading or supporting capital campaigns, endowment strategy, and debt management.
- Experience leading or supporting major facility construction or maintenance projects.
- Familiarity with financial aid modeling, enrollment strategy, and tuition planning.
- Desire to engage fully in the life of the school, including active participation in the boarding and residential community, supporting student wellness and engagement.
- Commitment to ongoing professional growth, sector leadership, and collaborative governance.

EQUAL OPPORTUNITY EMPLOYER

In accordance with its founding mission and as a diocesan school of the Episcopal Church, St. Stephen's Episcopal School believes in the inherent value and dignity of every human being. The school seeks qualified candidates who share this foundational belief and are ready to work in community to create a more just society. The school celebrates every individual, recognizing that everyone's unique stories, histories, and voices are essential to creating a vibrant living and learning space. As such, the school strongly encourages people of all backgrounds, perspectives, and identities to apply to become members of our community.

Equal access to employment, programs, and services is available to all. With respect to its employment practices, St. Stephen's Episcopal School does not discriminate on the basis of race, religion, gender or gender identity, national origin, disability, age, or sexual orientation or identity.

Compensation and Benefits

The salary range for this position will be highly competitive with peer schools nationally and commensurate with the candidate's experience and qualifications.

St. Stephen's Episcopal School offers a generous and comprehensive compensation and benefits package designed to support employees through all stages of life and career. The School benchmarks its salaries against leading independent schools in the region and is committed to attracting and retaining outstanding professionals who embody its mission and values. Full-time employees are eligible for:

Health & Wellness

- Choice of two medical insurance plans, with coverage for eligible dependents and access to Health Savings Accounts and Flexible Spending Accounts
- Dental and vision insurance
- Term life insurance, short-term and long-term disability coverage for eligible employees, and workers' compensation insurance

Retirement Planning

- Participation in a 403(b) retirement plan beginning on the first day of employment
- Mandatory employee contribution of 5% of compensation, with a school-funded contribution equal to 10% of compensation for eligible employees
- Options for elective pre-tax and Roth contributions up to IRS annual maximum

Paid Time Off & Leave

- Generous vacation accrual based on years of service
- Short-term absence leave for illness, family needs, and personal business
- Paid school breaks during the academic year, bereavement leave, jury duty leave, family/medical leave in accordance with policy
- Primary and secondary caregiver leave for new parents

Professional Growth & Support

- Support for professional development, including reimbursement for conferences, meetings, and related travel expenses
- Opportunities for ongoing learning and sector engagement

Workplace & Community Benefits

- School-provided housing for employees assigned to the residential program, with community living and support for campus engagement
- Meals in the dining hall and access to campus amenities
- Cell phone allowance for approved employees with business needs
- Mileage and travel reimbursement for school-related business

St. Stephen's is deeply committed to fostering a diverse and inclusive workplace where all employees are respected, supported, and empowered to thrive. The School's benefits reflect its Episcopal values—prioritizing people, promoting well-being, and investing in the long-term success of its community.

Application Process

St. Stephen's Episcopal School has engaged NBOA Advisory Services to lead the search for its next Associate Head of School for Finance and Operations.

This search is being conducted in close partnership with Head of School, Chris Gunnin, and the ASOSFO Search Committee, and reflects the school's commitment to identifying a strategic, mission-aligned financial and operations leader who will help shape the future of St. Stephen's.

Please do not contact the school directly.
Interested candidates should express interest via the following link:

https://www.nboaadvisoryservices.com/st-stephens-episcopal-school

You will be asked to upload a cover letter expressing your interest in the position and alignment with St. Stephen's mission and Episcopal values, as well as a current résumé.

As the process proceeds, selected candidates may be asked to submit additional information, including responses to leadership and job-specific assessments, and a list of five professional references.

All inquiries, nominations, and questions should be directed in confidence to:

NBOA Advisory Services
James Palmieri, CEO and Search Lead
jpalmieri@nboaadvisoryservices.com

NBOA Advisory Services
Donna Pacchioni, Search Advisor
dpaccioni@nboaadvisoryservices.com

SEARCH TIMELINE

Applications will be reviewed on a rolling basis - the position will remain open until filled.

Priority will be given to those received by February 10, 2026

Desired start date of July 2026

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