



ST. IGNATIUS COLLEGE PREPARATORY

Chief Financial and Operations Officer

STATUS: Exempt, full time

REPORTS TO: President

SALARY RANGE: \$275,000 - \$315,000

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

The Chief Financial and Operations Officer (CFOO) is a senior leadership role responsible for overseeing all financial functions and key non-academic operations of a 171-year-old college preparatory school. Reporting directly to the President, the CFOO serves as a strategic partner in developing and executing the school's long-term financial and operational plans.

The CFOO ensures the integrity of financial systems, provides data-driven insights to support decision-making, and leads operational areas including facilities, technology, and food services. This role also maintains close collaboration with the Board of Trustees, particularly the Finance and Investment Committees, and fosters a transparent, collaborative relationship across the school community.

A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:

Strategic Leadership & Financial Planning

- Serve as a strategic advisor to the President on all financial and operational matters.
- Lead long-range financial planning (7–10 years), aligning resources with the school's strategic priorities.
- Develop strategies to grow and steward the school's endowment over time.
- Identify and manage key financial levers, including tuition, enrollment, financial aid, and compensation.
- Provide clear, candid, and data-informed guidance to senior leadership and the Board.

Budgeting & Financial Management

- Oversee the preparation, presentation, and monitoring of the annual operating and capital budgets.
- Align the budget and long-term strategic goals.
- Produce timely monthly financial reports, forecasts, and analyses.
- Maintain accounting systems and procedures in compliance with generally accepted accounting principles (GAAP).
- Oversee fund accounting for restricted and unrestricted funds in partnership with the Advancement Office.

Treasury, Investments & Debt Management

- Manage cash flow, investments, and endowment performance.
- Oversee bond compliance, reporting, and covenant requirements.
- Ensure timely and accurate filings related to debt instruments.

Operations Oversight

- Provide leadership and management oversight for:
 - Facilities (Building & Grounds)
 - Information Technology (IT)
 - Food Services (Kitchen and events)
 - School retail operations (examples: Prep Shop, Print Shop)
 - Business Office
- Oversee risk management, insurance programs, and collaborate on employee benefits and programs with HR.
- Manage capital planning, construction projects, and major expenditures.

Business Office Leadership

- Direct day-to-day operations of the Business Office, supervising a team of four.
- Ensure adherence to internal controls, policies, and procedures.
- Oversee tuition billing and receivables, resolving complex account issues.

Financial Aid & Community Accessibility

- Oversee the financial aid process, ensuring awards align with the school mission, budget and strategic priorities.
- Partner with admissions and finance staff to balance accessibility and financial sustainability.

Board & External Relations

- Serve as staff liaison to the Finance and Investment Committees of the Board of Trustees.
- Communicate material financial matters clearly and regularly to the President and Board.
- Collaborate with legal counsel on financial and operational matters in partnership with HR.

Institutional Engagement

- Contribute actively to the school's professional, social, and community life.
- Support staff development and foster a collaborative, transparent work environment.

- Review the financial performance of advancement events and support fundraising initiatives.

QUALIFICATIONS:

Leadership

- Strategic thinker with the ability to translate vision into actionable plans.
- High integrity and willingness to provide candid, objective counsel.
- Strong communicator with the ability to engage effectively with diverse stakeholders.
- Analytical, detail-oriented, and solutions-focused.
- Adaptable leader who can serve as both a long-term partner.
- Demonstrate an ability to apply an equity-centered lens to financial leadership, ensuring decisions and resource allocation support and reflect the needs of a diverse community.

Education

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required; MBA or advanced degree preferred. CPA a plus.
- Significant senior-level experience in finance and operations, a plus with some relevant experience in nonprofit environments.
- Demonstrated success in strategic financial planning and investment/endowment management.
- Strong technical acumen, including experience with financial systems (e.g., Blackbaud, Salesforce, or similar platforms).
- Broad operational knowledge, including facilities, IT, and auxiliary services.
- Familiarity with human resources practices and employee benefits administration

REPORTING STRUCTURE

- Reports directly to the President
- Supervises Controller and finance department
- Dotted-line collaboration with Human Resources
- Leadership and oversight to operational departments (IT, Building and Grounds, and Food Services)

HOW TO APPLY:

Interested applicants should submit a cover letter and resume here: [Administration Department Application Form](#)

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans

- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

Pre-employment background screening is required for all positions. St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks, TB clearance, and mandated child abuse prevention training for all employees.

St. Ignatius College Preparatory is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Consistent with its obligations under the law, St. Ignatius College Preparatory will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the employee's job.