



Search for Chief Financial & Operations Officer



NMH Vision

We will

- Be a collective force for good as we educate the next generation of students who will serve and lead in communities around the world.
- Make historic investments in financial aid and assert our commitment to providing access and opportunity to underrepresented communities.
- Deliver a rigorous, immersive, and interdisciplinary program that relies on authentic connections, reflects our commitment to environmental stewardship and social justice, nurtures a global perspective, and leverages our unique resources on campus and around the world.
- Live our mission and values across the life of our school.

The Opportunity

Northfield Mount Hermon (NMH) seeks an experienced Chief Financial and Operations Officer (CFOO), who will embrace the school's mission of educating the head, heart, and hands of its students by engaging their intellect, compassion, and talents, and empowering them to act with humanity and purpose. The CFOO reports directly to Brian Hargrove, Head of School, and partners with senior leadership across the school to ensure that approved strategic initiatives are appropriately funded.

The CFOO provides leadership, oversight, and stewardship for all aspects of NMH's financial resources and the organization's physical assets. The CFOO ensures absolute institutional integrity on fiscal matters and promotes best practices in finance and administration. The CFOO oversees the business office (accounting, finance and investments), direct reports from the business office, dining services, facilities and grounds, human resources, safety, technology, and the NMH Farm. The CFOO serves as the staff liaison on several board committees, including Finance, Investment, Buildings and Grounds, Audit and Risk, and others as prescribed by the Head of School.

This is a unique opportunity for a collaborative, strategic, and experienced advancement professional to help shape the future of one of New England's premier independent schools.





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About Northfield Mount Hermon

A coeducational, secular boarding school serving 630 students in grades 9 through 12, plus a postgraduate year, Northfield Mount Hermon is located on a serene, wooded 746-acre campus in Massachusetts' Connecticut River Valley.

NMH provides an advanced educational experience that empowers students to discover and follow their passions. Students find their purpose in an inclusive, diverse community that deepens their intellect, expands their compassion, and believes in their potential to become leaders who make the world a more equitable and just place.

NMH began as two institutions, both founded by 19th-century evangelist D.L. Moody: the Northfield Seminary for girls, which opened its doors in 1879, and the Mount Hermon School for Boys, which opened two years later on the site of the current campus.

The schools aimed to provide a transformative educational experience to young people with limited financial resources. From its earliest days, NMH enrolled students from all races and ethnicities; 17 Indigenous people were among the first 100 students at Northfield, and Mount Hermon's first graduates included a formerly enslaved student as well as students from China, Sweden, England, Ireland, Canada, and Japan.

This commitment to diversity continues today: 34% of our domestic students are people of color, and 25% of students are from countries other than the U.S. A top priority of the school's current campaign is to continue to increase its financial aid budget to make an NMH education accessible to even more students; currently, 38% of families receive financial assistance.

NMH's rigorous, student-centered educational program is based in its immersive College-Model Academic Program and includes distinctive academic strengths in such areas as environmental studies, social entrepreneurship, and the arts. Every student contributes to the daily operations of the school through NMH's work program, a core practice since its earliest days that reinforces the value of work and the key role each member plays in the community.





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School Leadership

Mr. Brian Hargrove

Since his arrival at Northfield Mount Hermon in 2019, **Head of School Brian Hargrove** has led an energetic process of institutional transformation, building on the legacies of prior leaders and imbuing the school's longstanding commitments to academic rigor, service, and citizenship with renewed relevance for today's world.

During Brian's tenure, NMH has seen one of the most significant periods of campus improvement in the school's history, with more than \$70 million invested in new or renovated campus facilities. *This Place, This Moment: The Campaign for Northfield Mount Hermon*, one of the most ambitious fundraising campaigns at an independent school, is nearing fulfillment of its \$275 million goal, fueled in part by a bequest of \$50 million, the largest-ever gift to the school.



Brian is a member of the board of the Association of Independent Schools in New England (AISNE) and is actively involved with the National Association of Independent Schools (NAIS). He has served on the U.S. Advisory Council for the Council for Advancement and Support of Education (CASE) and earned distinction as a CASE Laureate for longtime volunteer service. He speaks and writes frequently on the importance of independent schools in serving the public good and in educating and equipping young people for lives of humanity and purpose.

Board of Trustees

NMH is governed by a Board of Trustees consisting of 24 members with diverse backgrounds in finance, real estate, law, education, and other fields. The board collaborates with the school's senior leadership to develop policies and make essential decisions guiding the institution's mission and strategic direction.



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Living in the Connecticut River Valley

NMH is located in the quiet, peaceful town of Gill, Massachusetts, in the historic Connecticut River Valley. The region has an impressive concentration of educational, cultural, and historic sites as well as opportunities for outdoor recreation. The college towns of Amherst (Amherst College, Hampshire College, and UMass), Northampton (Smith College), and South Hadley (Mount Holyoke College) — with their museums, restaurants, theaters, independent bookstores, shopping, and entertainment — are a short drive from NMH's campus. Independent schools including Bement, Deerfield, Eaglebrook, Wilbraham and Monson, and Williston Northampton are also near neighbors, constituting a large professional community of independent-school teachers and administrators.



Role of the Chief Advancement Officer:

Key Responsibilities:

- | Serve as the chief fiscal advisor to the Head of School and board on all financial matters related to the operation of the institution, including financial reporting, budgeting, accounting, investment management, audit, cash and debt management, treasury, purchasing, risk management and loss prevention, and various auxiliary enterprises.
- | Manage and maintain the school's facilities and infrastructure, ensuring they support the teaching and learning environment.
- | Supervise facilities staff and ensure systems for preventative maintenance, capital replacement, safety, and security are in place.
- | Partner with architects, engineers, and contractors to ensure quality, cost-effectiveness, and sustainability in capital projects.
- | Lead initiatives to improve operational processes, streamline systems, and increase the overall effectiveness of the school's operations.
- | Work collaboratively with senior leadership team and the staff at large, to ensure open communication about the financial health and goals of the institution.
- | Oversee the analysis, interpretation, and communication of institution-wide financial information. In keeping with strategic goals, develop, evaluate, and implement business operational plans and policies; forecast critical milestones and potential obstacles; and identify and assess alternatives.
- | Balance NMH's short-and long-term strategic objectives to maximize financial performance and ensure ongoing financial strength and integrity.
- | Formulate, oversee, and present NMH's financial status to demonstrate sound fiscal operation and compliance with fiduciary responsibilities. Ensure the provision of accurate, comprehensive, relevant, and timely financial statements and interim periodic reporting to key stakeholders.



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- | Articulate multi-year strategic goals and funding sources to advance NMH's mission, strategic plan, and academic vision while supporting faculty, staff, and students.
- | Increase the efficiency and impact of financial processes and oversee the development and monitor the results of the operating and capital budgets of the institution.
- | Work closely with the committee chairs of the board, serving as primary liaison to the Finance, Investment, Buildings and Grounds, and Audit and Risk Committees to set agenda, recommend improvements, and implement changes.
- | Lead institutional initiatives to review and develop internal controls, procedures, and practices in order to improve the efficiency and effectiveness of these controls.
- | Direct and oversee the hiring, development, management, and evaluation of direct reports from the business office, dining services, facilities and grounds, human resources, safety, technology, and the NMH Farm.
- | Work with external auditors and direct reports on the preparation, review, approval, and presentation of the audited financial results for the school.

Professional Skills and Competencies:

The successful candidate will bring a track record of leadership, innovation, and results in advancement, along with the personal qualities needed to inspire confidence and trust. While NMH will consider a broad range of backgrounds, candidates are expected to demonstrate most of the following:

- | Master's degree in Business Administration, Finance, or related field preferred.
- | 15 or more years directly related experience in a progressively responsible financial and operational administrative management position.
- | Proven ability to affect and influence change through a collaborative and inclusive style.
- | Excellent communication and presentation skills.
- | Experience serving as a key strategic and business partner to senior leadership.
- | Excellent analytical skills.
- | Ability to demonstrate in-depth knowledge of the full range of experience within an independent school environment preferred.

The most successful candidates will:

- | Be committed to the mission, values, and vision of NMH.
- | Speak and communicate effectively with a wide range of constituencies (trustees, students, faculty, parents, alumni, donors, community).
- | Possess a high degree of professional discretion, integrity, good judgment, and high standards of professional conduct.
- | Thrive in a close-knit, student-focused, boarding community and possess genuine interest in engaging actively in the life of the institution.
- | Prefer working in an environment that encourages intellectual agility, flexibility, and creative problem solving.
- | Be an effective, fair, and open negotiator who is committed to a transparent and collaborative decision-making process with all parts of the NMH community.



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Salary and Benefits:

Salary range is \$290,000-\$330,000, commensurate with experience. NMH offers a generous benefits package as well, including tuition remission and on-campus housing.

To apply, candidates should provide:

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

Please email materials to:

NMHCFOO@ies-consulting.org

Questions?

Contact: Peter J. Gillin (President & CEO), petegillin@ies-consulting.org

Michael Woodfolk (Consultant), michaelwoodfolk@ies-consulting.org



Northfield Mount Hermon is an equal opportunity employer.