



Director of Finance & Operations
Mark Day School (San Rafael, CA)
Full-time, Exempt Position Beginning July 1, 2017*

Mark Day School seeks an experienced professional as Director of Finance and Operations, beginning July 1, 2017*. The Director of Finance and Operations leads Mark Day's financial planning and management, facilities operations, human resources, purchasing and supply, risk management, and general operation of the organization. The Director reports to the Head of School and serves as part of a senior administrative team that collaborates closely on shaping and advancing the strategic direction of the school. In addition, the Director collaborates closely with the Board of Trustees, attending Board meetings and serving as the principal or co-principal executive for various Board committees including Finance and Development and Site. It is a full-time, exempt position.

** July 1, 2017 is the beginning of the school's 2017-18 fiscal year. Depending upon the new Director's current position and the school's needs, start date could be modified to begin before that date, in the first half of calendar 2017.*

About Mark Day School Founded in 1980, Mark Day School is an independent, co-educational K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures a love of learning, engagement in the community, and development of compassion and an ethical framework. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas, but also for their joy of learning and deep sense of responsibility to be active, engaged citizens.

Mark Day School has established a consistent practice of thoughtful innovation in its curricular program, focusing on current century skills and concepts including four cross-curricular literacies: Cross-Cultural Literacy, Media and Information Literacy, Ecoliteracy, and Social, Emotional, and Ethical Literacy. Highlights include the NAIS Leading Edge Award-winning Media Literacy program; well-established local and global partnerships with the Canal Alliance of San Rafael, eSibonisweni School and Kliptown Youth Program in South Africa, Beijing #2 Experimental Primary School in China, and Pan American School in Costa Rica, among others; iPads in the third and fourth grades; a one-to-one laptop program beginning in sixth grade; Mandarin and Spanish language beginning in kindergarten; a commitment to differentiation across the school; and more.

Mark Day School has a long history of strong governance, investment in excellence, and careful stewardship of resources. The school is near completion of a \$6.5 million capital and

endowment campaign and in spring 2016 broke ground on a transformative campus project including a new two-story Learning Commons and Creativity Lab. The spaces are flexible and adaptable, designed to support student-centered inquiry, hands-on discovery and tinkering, collaboration, and design thinking. Generous donations from families and friends over the years and prudent investment management have contributed to a \$7.5 million endowment, and the 2014 Strategic Plan includes a goal to increase endowment by at least \$1 million over the life of the plan.

Position Summary and Responsibilities:

Finance: Work closely with the Head, Development and Finance Committee, and Board to develop and monitor current and long-term projected operating and facilities budgets for the school, including compensation and tuition analysis and projections, financial analysis and modeling, and asset management. Oversee the day-to-day operation of the Business Office, including cash and investment management, financial statement preparation and financial reporting, compliance with internal policies and controls, annual audit, and management of purchasing, payroll, receivables, collections, gifts/pledges payable, accounting standards and procedures for fund accounting. Supervise the school's Business Office staff, including the Controller and the Director of Indexed Tuition. The position requires participation in Board and committee meetings outside of normal business hours.

Facilities: Work closely with the Head, Board, and Director of Plant Operations to plan and implement major facility additions and modifications. Maintain appropriate plant and casualty insurance and manage plant risk. Oversee the general operation of the Maintenance Department for the short and long term planning and maintenance of the physical plant, including management of outside contractors, purchasing and leasing of furniture and equipment, lease compliance with the local public school landlord, code compliance, and facility use changes.

Human Resources: Develop and maintain personnel policies and procedures consistent with the school's goals and state and federal employment regulations, implement and review employee benefit programs, including health insurance, prepare all employment contracts for the school, assist in hiring and termination of employees, and oversee general staff relations. Supervise specific staff members, meeting with them regularly and providing timely, effective performance evaluations.

General Administration: Review and maintain insurance policies for the school to provide adequate, cost-effective coverage for commercial property, commercial general liability, crime, automobile, boiler and machinery, excess liability, and school leaders' error and omissions. Act as school liaison between school attorneys and insurance representatives in claims management. Develop and implement general policies and procedures which follow state and federal guidelines in all school contracts and agreements. Manage other general administrative services as required.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills

- Excellent organization skills; accurate and attentive to detail
- Effective time and project management; able to manage several projects simultaneously
- Facility with computer applications related to business office functions; experience with Blackbaud preferred
- Knowledge of computer applications related to business office job functions
- Mature, energetic, intelligent with professional demeanor
- Good judgment and creative problem-solving
- Commitment to development of relevant professional knowledge, skills, and abilities
- Growth-oriented, flexible self-starter
- Team player who can discern when to lead or follow
- Strong knowledge of organizational management including finance, human resources, and systems that support the school's institutional strength and long-term sustainability
- Knowledge of fundraising systems and practices
- Ability to negotiate effectively in a way that supports the interests and mission of the school
- Demonstrated experience working with outside auditors through multiple successful audit cycles
- Ability to resolve conflicts while maintaining the rights and human dignity of all parties
- Open and communicative demeanor, with well-developed interpersonal skills conducive to collaboration within a diverse and inclusive workplace and community

Credentials and Expertise:

- Master's Degree with specialization in business administration, school administration, or a related field preferred, OR Bachelor's Degree with specialization in business or accounting. Designation as a Certified Public Accountant a plus
- Five years of experience in finance or accounting, including at least three years in a supervisory capacity. Experience in not-for-profit sector preferred

Compensation:

- Competitive salary and benefits package offered commensurate with experience

Mark Day School is a vibrant and diverse community, and all community members continue to work towards the furthering of an inclusive and supportive school. The school is an equal opportunity employer committed to excellence through diversity and multiculturalism. Mark Day School's salary and benefits are very competitive by both NAIS and regional standards. For more information about Mark Day School, please visit our website (www.markdayschool.org).

Interested candidates should send the following materials electronically in PDF format:

- A letter of interest stating qualifications for the position,
- resume,
- brief personal statement, and
- list of five references including email and telephone contact information.

Please submit via email to Sharyn Mitchell, Assistant to the Head of School, at smitchell@markdayschool.org. Candidates will be evaluated on a rolling basis.