

Francis Parker School – Assistant Head of School for Finance

SUMMARY

In the heart of San Diego lies Francis Parker School, a dynamic and innovative educational institution with an abundance of ambition, energy, and vision. Each day, over 1,300 students from JK through grade 12, along with hundreds of faculty and staff, arrive at Parker's two large campuses. Over the last two-plus decades, the school has undertaken a nearly \$125M capital campaign to transform the Linda Vista Campus, which houses the middle and upper school students. Soon, a similar campaign will begin for the historic Mission Hills Campus. Parker is committed to providing an innovative program to its diverse student body, and with these exciting projects underway, the need to take a long-term approach to financial strategy and treasury management has never been more important. Parker is eager to welcome a collaborative and strategic assistant head of school for finance, who will serve as the school's de facto chief financial officer.

The assistant head of school for finance will work with the head of school, the board of trustees, and the Parker Leadership Team (PLT) to meet the long-term financial goals of the school. Additionally, the assistant head of school for finance will oversee departmental budget priorities, provide support and mentorship to a team of direct reports, and bring a student-centered approach to Parker's financial strategy. With other new administrators joining the PLT this fall, the assistant head of school for finance will have the opportunity to establish collaborative and transparent relationships with each department in the school.

Parker is excited to welcome its new assistant head of school for finance this July. This individual will be embraced by a team of devoted leaders, passionate parents and families, and exceptional students at one of the leading independent schools in San Diego.

12M Recruiting is running the search on behalf of Francis Parker School. Applications are due May 12. For application instructions and the full job opportunity statement, please visit:

<https://www.12MRecruiting.com/jobs/ParkerCFO>

IMPORTANT INFORMATION

Applications Accepted Starting: April 10, 2023

Application Deadline: May 12, 2023

On-Site Final Round: Late May / Early June

Decision Announced: Mid-June

Start Date: Summer 2023

Reports To: Head of School

Salary Range: \$240,000 - \$280,000

SPECIFIC DUTIES

Financial Leadership

- Oversee financial strategy for Francis Parker School, working closely with the head of school and board of trustees to ensure tuition setting, endowment draw, cash management, balance sheet management, and budgeting cycle are coordinated to meet the long-term financial goals of the school.

Francis Parker School – Assistant Head of School for Finance

- Support the needs of the head of school, board of trustees, and various committees including the audit committee, compensation committee, finance committee, and investment committee.
- Collaborate with the Parker Leadership Team (PLT) to coordinate departmental budget priorities, and ensure understanding and support of the implications of the school's short- and long-term financial goals.
- Provide training and leadership to direct reports, while sustaining a positive, productive, and supportive team culture.
- Serve as an enthusiastic, values-driven liaison between Parker and its external vendors and stakeholders.

Strategy and Sustainability

- Develop treasury and investment policies to support the financial sustainability of the school's academic programs, faculty compensation, and tuition assistance models.
- Oversee all financial and contractual matters related to the implementation and completion of Parker Forward Phase 8, and work in partnership with the head of operations and athletics director to solidify ongoing financial support for new programs and facilities.
- Work closely with the head of operations to maintain a Property Replacement, Renewal, and Special Maintenance (PPRSM) plan and review reserve adequacy.
- Under the supervision of the Investment Committee, manage the endowment allocation and investment strategy.
- Prepare the annual operating and capital budgets, and maintain long-range financing planning models to support and articulate the school's strategic direction.

Compliance and Other Responsibilities

- Provide leadership and expertise in evaluating current local, state, and federal regulatory requirements and ensuring compliance with those regulations for all school policies and procedures.
- With support from the manager of benefits and HRIS, oversee the school's health insurance policies, third-party broker relationships, and reporting requirements for all employee benefits.
- Serve as a member of the PLT in support of the head of school and board of trustees, and perform other duties as assigned.

PARKER IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE

Qualifications

- At least 10 years of experience in a financial role at an organization of similar size, preferably in both for-profit and nonprofit environments
- A bachelor's degree from an accredited college or university in Accounting, Finance or Business Administration; an MBA, CPA, or master's degree highly desirable
- Proven track record managing the financial operations and risk management of a complex organization.

Francis Parker School – Assistant Head of School for Finance

Qualities

- Exceptional communication, collaboration, and relationship-building skills, including the ability to work with board members and school leaders to contribute positively to organizational morale, and to coach others through change and complexity
- Demonstrated results-driven leadership skills, business acumen and judgment to make practical, data-driven, and timely decisions
- Effective meeting facilitation skills, with an ability to monitor interpersonal interactions, foster collaboration, inspire productivity, and design clear decision-making processes
- Project management experience with the ability to develop and implement action-oriented financial strategies and plans, including effective use of project management tools
- Ability to adapt to shifting priorities with a flexible mindset and strong time management skills
- Uncompromising integrity, and a positive and respectful attitude

Working environment

This position requires working at a keyboard and remaining stationary for long periods of time in a professional office environment. This position also requires moving between and within all areas of both campuses, which include stairs and narrow access paths.

TO APPLY

For more information please visit the following link, which contains the job opportunity statement and complete application instructions.

<https://www.12MRecruiting.com/jobs/ParkerCFO>

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.