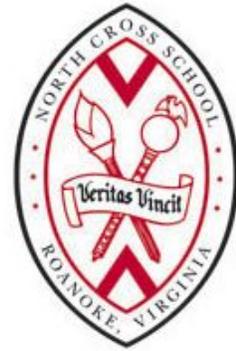


North Cross School in Roanoke, Virginia seeks a new **Assistant Head for Finance & Operations (Business)**. The School takes pride in hiring dynamic, talented faculty and staff who are among the finest in their areas of expertise. **North Cross School** is committed to a compensation and recognition structure for faculty and administration in order to compete for the best professionals from across the nation.



The school has retained **Big Back Pack LLC** to execute a national search for its next Assistant Head for Finance & Operations (Business). **For more information, contact Steve Mandell at steve@bigbackpack.org.**

The Position

The new **Assistant Head for Finance and Operations (Business)** will oversee all aspects of the School's finances and business operations, working closely with the Head of School, Board of Trustees, and Senior Leadership. S/he must forge strong relationships within the larger school community, and will be asked to manage roles and responsibilities to maximize service to the mission of the school. The Assistant Head will have direct, managerial oversight of Human Resources and Risk Management.

Successful candidates will have measurable experience and interest in both finance and operations as well as demonstrated leadership in a strategic role. The School is looking for a person that is an outstanding financial professional, effective communicator, and true team player.

Why Work at North Cross School?

North Cross School is an independent, day/boarding, non-sectarian, college preparatory school located in Roanoke, Virginia, that serves children from early

childhood through twelfth grade. North Cross provides a rigorous academic curriculum, competitive with the best college-preparatory schools in the Commonwealth of Virginia. While the School explicitly recognizes the importance of intellectual development and academic achievement, they also strive to promote personal integrity, empathy, and responsibility to self and community.

The school is named after its first teacher, Mrs. Billie Northcross and enjoys a great history and marvelous traditions. These traditions have one purpose: to strengthen the community by embracing that which makes it unique, which it has done for over 75 years. While embracing the past and reaching for the future, North Cross is both an innovative and forward thinking institution. The school operates two North Cross proprietary campuses in China as well as a boarding program in Roanoke. Total worldwide enrollment is over 700 students.

The School recognize the strength inherent in an environment that includes diverse beliefs and cultures, abilities, nationalities, ethnicities, races, sexual orientations, and identities so they actively seek to create a school environment that is diverse and inclusive. North Cross School's professional development approach uses various measures and training to ensure all faculty and staff understand and appreciate cultural norms and traditions of all members of the community. While the school is not faith based, it is keenly focused on supporting students and families of all religions.

North Cross benefits from visionary and long-term leadership in its Head of School (Dr. Christian Proctor), the leadership team, and Board of Trustees. The school has aspirations to expand and develop its physical campus, while on a continued quest to create and support distinctive academic and co-curricular programs. The new Assistant Head will be part of a deliberate effort to not only embrace the most current of independent school best practices, but to lead within a culture of continuous improvement. The current finance and business functions of the school are highly organized and effective, leading to strong cash flow and operational excellence.

The School is located in **Roanoke, Virginia** - a town that boasts about having something for everyone But Roanoke, nestled in southwestern Virginia's Blue Ridge Mountains, actually delivers. There's the outdoorsy side with more than 600 miles of trails, and a sophisticated downtown flush with museums, history and good food. "People are always so surprised," says Taylor Spellman, who's lived in the region for 17 years and is a public relations manager with Visit Virginia's Blue Ridge, a tourism bureau. "There's an incredible balance of metro and mountain, and spring is when all our trees are blooming. It's a very friendly, vibrant, hospitable community."

Accreditation

North Cross is a founding member and flagship school in the Virginia Association of Independent Schools (VAIS). North Cross is accredited by VAIS who is recognized by the Board of Education pursuant to §22.1-19 of the Code of Virginia that authorizes the Virginia Council for Private Education to accredit private nursery, preschool, elementary and secondary schools in Virginia.

Memberships

North Cross is a member of the National Association of Independent Schools, National Business Officers Association, National Association for College Admission Counseling, and Potomac and Chesapeake Association for College Admission Counseling, The Cum Laude Society and the Council for Advancement and Support of Education.

Key Qualities of a Successful Candidate:

The School hopes to find candidates who embody the following personal qualities:

- Care and concern for all members of the school community and a demonstrated interest in supporting and advocating for the faculty and staff
- An open mind and heart, striving to build positive relationships with all
- Ability to thrive in a dynamic environment - prepared to anticipate, absorb, and adapt to new ideas and initiatives
- Ability to self-manage and guide complex projects through to completion
- Ability to think strategically about both finances and larger School concerns, while working to balance and prioritize the current needs of the School
- Ability to manage and mentor staff, and be a respected, active member of the School and greater Roanoke community
- Authentic commitment to excellent customer service and caring for all families and members of the School community
- Commitment to close management of the diverse aspects and important detail associated with the Finance and Operations functions of the School
- Superb communication skills; excellent written, verbal, and presentation skills
- A confident, committed leader AND team player - someone who always pitches in no matter the task

- Evident integrity and kindness
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Core Qualifications and Credentials:

The School is most interested in candidates who demonstrate the following qualifications and credentials:

- Bachelor's degree required; MBA preferred. Accounting, Finance, Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus.
 - 10-plus years of financial and operational experience in a non-profit or for-profit organization(s). *Direct experience in an independent school is desirable.*
 - Experience on senior administrative teams and working with non-profit Boards.
 - Proven interest and measurable experience in all aspects of Human Resources is critical, including benefits administration, employee, and payroll procedures.
 - Experience with the Blackbaud platform, including Financial Edge and Smart Tuition is a plus.
 - Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths and weaknesses, etc.
 - Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences. Strong hands-on approach and keen attention to detail.
 - Proven experience in effective cash management and bank relations.
 - An interest in and experience with the implementation of investment policy.
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Opportunities for the New Assistant Head

- The new Assistant Head for Finance & Operations (Business) will be encouraged to bring fresh ideas on a whole host of issues, including tuition pricing, financial aid, increasing revenue and internal policies and controls that allow for increased transparency related to budgeting, forecasting, and long-term viability questions.
- Build and/or maintain the School's short and long-term strategic financial models in response to Strategic Planning and future Capital Campaigns.
- Develop a plan to manage future short and long term debt as it relates to construction projects and long term campus improvements.

- Establish and implement a policy to add to the School's cash reserves.
 - Integrate financial systems, facilities, and IT infrastructure and operations to provide a unified and positive experience for all stakeholders.
 - Lead in the continued development of a transformative HR culture.
 - Develop a forward-thinking, comprehensive reporting model to Head of School and Board.
 - Lead in the development, retention, and growth of the Business Office team.
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Functional Responsibilities of the Assistant Head for Finance & Operations

- Oversee the management and operation of the Business Office, including accounting and record-keeping, financial reporting, human resources, cash management, bank reconciliations, fixed asset record-keeping, tuition billing, accounts payable and receivable.
- Provides leadership and general direction for information technology, facilities, maintenance, custodial services, and transportation. Assists in the development of campus policies and procedures related to these functions.
- Develop, administer and report on the operating and capital budgets to the Head of School, the Board of Trustees and its Finance Committee.
- Build and/or maintain the school's short- and long-term financial models to provide a basis for budgets and in support of strategic goals.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty, staff, students, alumni, parents, and trustees.
- Lead in the implementation and administration of all employment and human resource policies and procedures, as well as all employee benefit programs (including health insurance, the retirement plan, life and disability insurances and workers compensation insurance).
- Oversee administration of the School's endowment portfolio and report to the Board's Finance Committee; monitor application of the Investment Policy and execute investment decisions of the Committee; coordinate with consultants, investment managers and custodians.
- Manage the school's relationships with lenders and bankers, particularly in regard to potential debt instruments and their governing agreements; report as required to lenders and credit rating agencies.
- Oversee preparations for annual audits of the School and its Retirement Plan (403b) and the issuance of the resulting sets of financial statements; ensure timely filing of any required tax returns, including Forms 990 and 5500.

- As a leading member of the Financial Aid Committee, meet regularly during the admissions season (and as otherwise needed) to review applications for financial aid from returning families and applying candidates to be offered admission, and participate in decision-making on specific amounts and types of financial assistance to be offered.
- Approved school foundation record keeping and filings with State of Virginia. The Assistant Head manages annual audit for foundation functions as well.
- Ensure compliance with governmental regulations and the changing regulatory environment by staying current on law and any statutory requirements that may affect compliance, and to be aware of legislative actions and other legal issues that may affect the School, and to inform the Head of School of same.
- Manage and insure the School's exposure to risk (including general and commercial liability), to maintain appropriate levels of insurance to protect the value of the School's physical and financial assets and to promote the safety of personnel and students in their use of the facilities.
- Supervises staff and coordinates with professional firms who evaluate scope of campus projects, prepares cost estimates and alternatives. Recommends use of on campus forces or contracted services. Supervises staff that provides technical assistance throughout process for bids or professional service contracts. Represents school in negotiations with vendors and contractors as needed.
- Collaborating with the school's counsel as needed, be responsible as primary signatory on behalf of the School for the financial and practical aspects of bids, contracts and leases.
- Be aware of opportunities for generating additional school revenue, particularly through auxiliary enterprises, and oversee pricing and compensation decisions (in conjunction with the Head of School) for all non-school programs.
- Perform other duties as assigned by the Head of School and, in general, support the School and its leadership.

North Cross School does not discriminate on the basis of race, color, religion, national or ethnic origin, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the School.

The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement).

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).
Must include past employers that are immediate supervisors.

All materials should be sent via email to:

Steve Mandell, M.Ed.
Consultant & Advocate
Big Back Pack, LLC
steve@bigbackpack.org
