

## **Trinity Episcopal School Job Posting**

The Chief Financial Officer (CFO) will work in close partnership with the Head of School to oversee all aspects of the School's finances and operations and will have an energetic, collaborative, highly professional and mission-driven focus. Primary responsibilities include development and management of the operating budget, strategic financial planning, facilities management, risk management, and oversight of all accounting and payroll functions, human resources and the technology program. The scope and scale of this role demand significant expertise and experience: our school has an annual operating budget in excess of \$9M, an endowment of \$15M, 440 students, 80 employees and a campus of 5 acres, with over 100,000 square feet under roof.

The CFO must be able to function at a very high, strategic level, while also attending to details and the day-to-day functioning of the School. S/he must be able to serve as a thinking partner with the Head of School and board leadership, modeling scenarios and projections, and evaluating benefits and cost of any initiative under consideration.

S/he attends all board meetings and serves as the administrative liaison, essentially the co-chair, for the following board committees: Finance & Investment and Health & Safety. This position reports directly to the Head of School, is a member of the Senior Administrative Team, and oversees five direct reports and five departments - Accounting, Payroll/HR, Facilities, IT and Dining Services.

### **QUALIFICATIONS**

- Bachelor's degree required; MBA or CPA preferred.
- Ten plus years of financial and business leadership and experience on a senior leadership team.
- Strong financial and managerial skills.
- Excellent interpersonal, written and verbal communications skills.
- Effective workflow management and acumen.
- Demonstrated leadership and facilitative skills.
- Excellent negotiator who is experienced in contracts and comfortable interfacing with a legal team.
- Skill and experience in managing and developing staff.
- Strong proficiency in a variety of computer software applications; Excel, PowerPoint, Google applications.
- Experience using databases to assist in business functions, particularly Blackbaud Financial Edge and Raiser's Edge and/or FENXT and RENXT is preferred.
- Availability to travel for professional development and networking events.
- A high level of integrity, curiosity and warmth, an optimistic orientation to life, a strong work ethic and a good sense of humor.
- Familiarity with and a commitment to the mission of independent schools and Trinity Episcopal School, and a commitment to our core values of scholarship, diversity, spirituality, honor and integrity is a must
- A love for children and a willingness to go above and beyond in the best interests of students
- Demonstrated sensitivity to students, alumni and alumni families, faculty and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation and socioeconomic backgrounds.
- Communicates with his/her team, demonstrating initiative and always doing his/her best as an individual and as part of that team

### **REQUIREMENTS**

- A criminal history, background and credit checks are required and must be successfully completed.
- Generally works in standard office conditions and climate.

- May work at a desk and computer for extended periods of time.
- May work in varied outside weather conditions during special activities and events.
- Must be available to work evening and weekend special events.

Founded in 2000, Trinity Episcopal School (TES) is an independent, co-educational school of more than 425 students in grades K-8. Situated on an urban campus in the Garden District of Charlotte's First Ward neighborhood, TES capitalizes upon the vibrant Center City as an extended classroom for cultural enrichment, hands-on learning, and opportunities to serve the community.

A mission-driven school, Trinity is dedicated to three equally valued and thoroughly intertwined goals: *creating scholars, nurturing spirituality, and embracing diversity*. TES is a place of pride and passion, where teachers and students are fully engaged. Trinity's constructivist curriculum challenges students to academic excellence and seeks to maintain the curiosity found in young learners. In keeping with the Episcopal educational tradition, spiritual development is integral to the Trinity experience and is reflected in regular opportunities for community worship and a comprehensive service-learning program. The founders of Trinity Episcopal School sought to create a student body that would reflect the population of the Charlotte metropolitan area, and it comprises a diverse community of learners who learn together with a mutual sense of belonging, respect, and acceptance. Trinity is populated by a rich variety of people from diverse racial, ethnic, religious, and socioeconomic backgrounds. This intentional pluralism is a hallmark of Episcopal schools that Trinity has embraced since its founding. Additionally, Trinity has established an Honor Code that holds students to the highest standards of integrity and personal conduct. We actively engage students, families, faculty, and staff from diverse backgrounds and experiences.

**Salary and Benefits:**

Trinity Episcopal School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

**Application Process:**

Please submit an application available on the website ([www.tescharlotte.org](http://www.tescharlotte.org)), current resume and cover letter explaining your interest in and qualifications for this full-time twelve month position, beginning March 2022.