



Associate Head of School for Finance and Operations

St. Stephen's Episcopal School, Austin, TX

St. Stephen's Episcopal School invites nominations and applications for the position of Associate Head of School for Finance and Operations (AHOSF&O).

Founded in 1950 and located on a stunning 370-acre campus in the Texas Hill Country overlooking Lake Austin, St. Stephen's is a nationally recognized coeducational day and boarding school serving grades 6–12. The school's mission is to inspire a lasting love of learning and spirit of service so that each student lives a life of meaning and enriches the world. As an Episcopal school, St. Stephen's embraces five core values: love of learning, balance, diversity, community, and service.

With more than 700 students from 17 Texas cities, 9 states, and 26 countries, St. Stephen's offers a rigorous college preparatory curriculum balanced with athletics, arts, outdoor education, and service learning. St. Stephen's is known for its dynamic intellectual environment, commitment to wellness and spiritual fulfillment, and a vibrant residential community where more than 40 residential faculty live on campus to support boarding students. The school's Project and Idea Realization Lab (PIRL), Helm Fine Arts Center, observatory, aquatic center, and specialized programs in soccer, tennis, swimming, and theatre, provide students with unmatched opportunities for growth and exploration.

With strong financial health and exciting campus projects ahead, St. Stephen's invites a collaborative leader to steward resources and advance operational excellence. The next Associate Head of School for Finance and Operations will join a talented senior leadership team and partner closely with the Head of School, Board of Trustees, and community stakeholders to sustain the school's financial strength, guide major capital initiatives, and support St. Stephen's vision for the future.

The school benefits from the long and stable headship of Chris Gunnin, whose leadership has fostered continuity, strategic growth, and a deeply rooted sense of community. This role offers an extraordinary opportunity to:

- Lead within an established and well-respected organization that values academic excellence, the inherent dignity of all people and a call to service and social justice.
- Build collaborative relationships with a highly engaged leadership team and Board, including enhancing financial modeling, analysis and reporting in partnership with Board committees.
- Provide leadership, support and mentorship to dedicated business office and operations teams, fostering professional growth and a culture of service, while creating opportunities to strengthen the departments as needed.
- Immerse yourself in the life of the school through on-campus housing and active participation in a vibrant residential community.

Search Process

St. Stephen's Episcopal School has engaged NBOA Advisory Services to lead the search for its next Associate Head of School for Finance and Operations.

This search is being conducted in close partnership with Head of School, Chris Gunnin, and the AHOSF&O Search Committee. It reflects the school's commitment to identifying a strategic, mission-aligned financial and operations leader who will help shape the future of St. Stephen's.

Download the St. Stephen's AHOSF&O Search Position Profile at

<https://www.nboaadvisoryservices.com/st-stephens-episcopal-school>

All inquiries, nominations, and questions should be directed in confidence to:

James Palmieri, CEO and Search Lead

jpalmieri@nboaadvisoryservices.com

Please do not contact the school directly.

Interested candidates should express interest by applying via the form at

<https://www.nboaadvisoryservices.com/st-stephens-episcopal-school>

You will be asked to upload a cover letter expressing your interest in the position and alignment with St. Stephen's mission and Episcopal values, as well as a current résumé. As the process proceeds, selected candidates may be asked to submit additional information, including responses to leadership and job-specific assessments, and a list of five professional references.

Search Timeline

- Applications will be reviewed on a rolling basis.
- **Priority will be given to applications received by February 10, 2026.**
- The position is open until filled, with a **desired start date of July 2026.**
- The salary range for this position will be highly competitive with peer schools nationally and commensurate with the candidate's experience and qualifications.
- St. Stephen's offers a generous and comprehensive compensation and benefits package designed to support employees through all stages of life and career, including campus housing for the AHOSF&O.

Equal Opportunity Statement

In accordance with its founding mission and as a diocesan school of the Episcopal Church, St. Stephen's Episcopal School believes in the inherent value and dignity of every human being. The school seeks qualified candidates who share this foundational belief and are ready to work in community to create a more just society. The school celebrates every individual, recognizing that everyone's unique stories, histories, and voices are essential to creating a vibrant living and learning space. As such, the school strongly encourages people of all backgrounds, perspectives, and identities to apply to become members of our community.

Equal access to employment, programs, and services is available to all. With respect to its employment practices, St. Stephen's Episcopal School does not discriminate on the basis of race, religion, gender or gender identity, national origin, disability, age, or sexual orientation or identity.

