

DEERFIELD ASSOCIATES

Executive Search, Inc.

DEERFIELD ASSOCIATES Executive Search, Inc. has been retained by **The Foote School**, located in New Haven, Connecticut, to conduct a national search for a **Business Manager/Chief Financial Officer**.

The Foote School

The Foote School enrolls 475 boys and girls in grades K – 9 from New Haven and 28 surrounding communities, and includes 35 percent students of color. Carol Maoz, Head of School, leads 120 full and part-time faculty and staff, 45 percent of whom have advanced degrees. The student/teacher ratio is 6:1. Foote enjoys a strong reputation in New Haven and Connecticut. Foote is committed to a supportive and creative learning environment and one that embraces a diverse community of students, faculty and staff. The endowment is currently 11.3M, and the annual operating budget for 2017 – 2018 is \$11.2M.

The school's unparalleled library, which contains 47,500 volumes, is at the heart of Foote, nurturing a passion for reading in every Foote student. Long-held traditions also play an integral part in the life of the school, such as Grandparents Day, Alumni Reunion, professionally staged theater productions, Field Day and May Day, in which each grade performs a traditional dance, including - for the third grade - the celebrated Maypole Dance.

Foote occupies 11 buildings with classrooms and a gymnasium on a wooded site near Yale University. The school has expanded the campus over the years, adding a middle school building, black-box theater, an art and music facility, two regulation-sized playing fields, and in 2012, the state-of-the-art Jonathan Milikowsky Science and Technology Building. The building is a testament to the generosity of the Foote community and a tribute to the memory of Foote graduate Jonathan Milikowsky '98, a passionate proponent of new technologies. For more information on Foote School please visit www.footeschool.org



Business Manager/Chief Financial Officer**The Foote School****The Position**

The Foote School Business Manager/Chief Financial Officer (CFO) is responsible for setting the strategic fiscal direction and campus facilities planning of the School. Reporting directly to the Head of School, the CFO is responsible for management of the business office and its staff; ensuring the utilization of appropriate financial controls and accurate reporting; supervision of buildings, grounds and maintenance employees, main office employees, and the school nurse; and oversight of the After School Program. Managing this team of professionals and support staff, plus additional outsourced services, the CFO oversees the functions of finance, budgeting, planning, purchasing, collections, legal compliance, risk management, safety and security, human resources and transportation. The position requires active interaction and teamwork with the Head of School, administrators, faculty, students, staff, parents, and the Board of Trustees. This opportunity is available immediately July 2018.

Current Endowment Campaign

Campaign name: ***Secure Foote's Future***

Goal: Double endowment including planned giving (\$10M)

Purpose: grow endowment and become less dependent on tuition revenue to:

- 1) Attract and retain best teachers with competitive salaries and benefits,
- 2) Increase number of faculty of color,
- 3) Support socioeconomic diversity through Financial Aid,
- 4) Ensure robust enrollment.

Progress: In the almost two years since its inception, pledges total \$4.2M.

Primary Job Functions

The Business Manager/CFO is an integral part of the senior leadership team and is responsible for managing the school's financial, operational, and physical resources. The CFO works closely with the Head of School to address the financial, investment, and business objectives of the school.

- Work with the Head of School, senior administrators, the faculty, staff, and the Board of Trustees to provide strategic direction and implementation of the school's educational mission that serves the students and supports the faculty, staff and parents.
- Build understanding and trust among the faculty, administration, staff, and parents regarding financial information and planning.
- Provide essential assistance to the Head in administering the school and to the Board in meeting its fiduciary responsibilities through attendance at meetings, informative disclosure, and other educational means.
- Foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.

Business Manager/Chief Financial Officer

The Foote School

Primary Job Functions

(continued)

- Working with the Head of School, Treasurer, and the Board, develop and implement a strategic financial plan.
- Maintain account records related to the school's budget, as well as forecast future years' budgets.
- Oversee maintenance of the buildings, grounds, and equipment, renovations, and strategic campus master planning.
- Manage the administration of Human Resources functions at the school, including monitoring salaries and personnel records. Ensure the human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Ensure that the health and safety policies of the school are implemented at all times.
- Work closely with Financial Aid staff and with families of varied financial means to ensure a positive financial experience for families while maintaining responsible financial policies on behalf of Foote School.
- Responsible for operations functions including risk management, safety and security, and transportation.
- Interface directly with the Finance Committee and Building and Grounds Committee of the Board.
- Understand the culture and climate of the school and the wider educational environment.
- Respect and maintain confidentiality and rights to privacy applicable to individual and institution records.
- Responsible for benchmarking data for NAIS and INDEX.
- Supervise business office and main office employees, the school nurse, registrar, and Director of After School and Summer Programs.
- Remain current with business management trends and cultivate professional standards by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.



Business Manager/Chief Financial Officer

The Foote School

Qualifications

The Foote School seeks the following professional experiences, qualifications, and personal qualities in the next Business Manager/Chief Financial Officer.

- Ability to interact effectively with and earn the respect of all the constituencies of the School community: administration, staff, faculty, Board of Trustees, students, alumni, parents, and friends of the school.
- The highest level of integrity, ethical standards and a strong work ethic.
- Possess a vision for and interest in being involved in the strategic planning process.
- Strong management, negotiation, and project management skills via an open and collaborative management style.
- Proven track record and success in a senior administrative role, preferably working with a Board of Trustees.
- A positive outlook and a sense of humor.
- Discretion and the ability to handle confidential and sensitive matters appropriately.
- Excellent oral and written communication skills.
- 10+ years direct experience and demonstrated track record of success as a school business manager is preferred, however, candidates with comparable work experience and skill set from a different sector e.g. higher education, other not-for-profit organizations or the private sector will be considered.
- Ability to integrate effectively into the culture of an independent elementary and middle school, while implementing strategies and tactics necessary for successful operations of the business office.
- Demonstrated experience with increasing responsibility supervising other personnel and managing multiple projects and programs simultaneously.
- Experience developing and managing a budget.
- Advanced computer skills with a high level of technical aptitude.
- Bachelor's degree required. MBA preferred, but not required.

About Carol Maoz – Head of School

Carol Maoz began her duties as Foote's eighth head of school in 2009. She was drawn to Foote by the close match between the school's values and her own. She served more than 30 years as a teacher and leader at independent schools in the U.S., Germany and Israel, including 11 years as Upper School Head at Greenwich Country Day School, and has taught every grade level from first through ninth. Even today, she balances her administrative role with classroom time, leading read-aloud groups and advising the school's student diversity club. Committed to an open-door policy, Carol encourages parents to visit to discuss questions or concerns, or simply to get to know her.

At Foote, Carol has focused on hiring, mentoring and developing extraordinary teachers, supporting diversity in its many forms, thoughtful and collaborative curriculum development, and the successful integration of technology. She guided the school's 10-year re-accreditation process, earning extremely high marks from the Connecticut Association of Independent Schools' visiting committee. She oversaw construction of the Jonathan Milikowsky Science and Technology Building (opened in 2012) and the renovated Middle School and Kindergarten Buildings, as well as the associated capital campaign, *Imagine Our Future*.

Under her leadership, Foote added a Chinese language curriculum, the Falco's PRIDE character education program, and became a founding member of the INDEX group of schools, a think tank that has developed ways to teach and assess students for 21st century skills such as creativity, curiosity and ethics. Carol has worked closely with the school's Board of Directors to develop a Strategic Vision for Foote for the next three to five years, identifying priorities related to Teaching and Learning, Culture and Community, and Facilities and Finance.

Carol holds a BA in Elementary Education from the University of Massachusetts at Amherst and a M.Ed in Administration and Strategic Planning from the Harvard Graduate School of Education. From 1993 to 1997, she was Junior School Principal at the Munich International School in Germany. Prior to that she was Middle School Assistant Principal at the American International School in Israel (1986-1993). Carol is currently the President of the Board of Connecticut Association of Independent Schools (CAIS).

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School History

The Foote School was founded in 1916 by Martha Babcock Foote, a graduate of Bryn Mawr College who established that Foote's strengths would be "its emphasis on creativity, and its focus on the growth of mind and spirit." Subsequent heads, including Winifred Sturley, Frank Perrine, and Jean Lamont, fostered an atmosphere of creativity and shared learning, paying tribute to the Foote School motto, "Gladly will I learn and gladly teach."

In its early days, the school migrated several times within the shadow of East Rock, always encouraged and often housed by devoted parents. In 1923, it settled into a remodeled stable at 315 St. Ronan Street. In the late 1950s, Foote moved a block northwest to a nine-acre campus on Loomis Place and Highland Streets. The school acquired five additional acres in 1972, and almost four more in 2009, for a total of 17.8 acres.

The Foote School's Benefits and Community

The Foote School offers a dynamic and supportive work environment, competitive salaries and a generous benefits package including a retirement plan, paid vacations, and medical, disability and life insurance. The Foote School is an Equal Opportunity Employer.

At Foote School, learning is an active experience for all members of our community. Foote values critical thinking and the hands-on opportunity to learn by doing that is the hallmark of experiential learning. Our faculty is dedicated to learning how children learn and developing age-appropriate curriculum that reflects this understanding of pedagogy.

Foote School cultivates an atmosphere of mutual consideration and respect through close relationships among teachers, students and parents. We emphasize cooperative effort, accountability for one's actions, and the value of service learning.

We are deeply committed to diversity and an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities, and beliefs.

Contact Information

To explore this superb career opportunity on a highly confidential basis please send your resume (as a WORD document), cover letter including a personal postal mailing address and a list of references (which will only be contacted if mutual interest is determined) to:

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