

**Director of Finance & Operations**  
**Moses Brown School**  
**Providence, RI**

**Start Date: January 1, 2020**

Reporting to the Head of School as a member of the school's senior leadership team, the Director of Finance & Operations supports Moses Brown's mission by providing strategic oversight of the school's finances, physical plant, and auxiliary operations. The Director manages a \$26 million operating budget, an endowment of \$40 million, and a physical plant valued at \$100 million. Strong finance, accounting, organizational, analytical, business and interpersonal skills are essential for this 12-month exempt administrative position.

**Responsibilities include:**

- To coordinate the work of the business office (including five other personnel) in order to keep an accurate record of the cash and financial position of the school, and to manage and report financial operations so that the school remains financially stable.
- To maintain a 10-year projected financial model that facilitates long-term strategic planning and decision making by the Head and Board of Trustees, including tracking revenues and expenditures associated with MB's current \$65 million capital campaign.
- With the Controller, to manage a process for preparing the school's annual operating budget that will permit discussion and approval by the Board of Trustees early in the calendar year, and to monitor and report on the budget throughout the year.
- To secure an annual external audit of the school's financial records and financial positions.
- With Business Office staff, to oversee purchasing, payments, debt, financial investments, banking, payroll and benefits programs.
- With the Plant Manager, to supervise the Operations Department in its stewardship of MB's historic, 33-acre campus. To oversee all maintenance, capital projects, and relationships with consultants, architects, contractors, lawyers and/or city and state officials.
- To serve as the school's liaison to the Budget & Finance, Buildings & Grounds, and Investment committees of the Board of Trustees.
- With the Head of School and Head of Maintenance & Security, to maximize safety on campus by undertaking risk assessment and crisis planning; to oversee compliance with building codes and safety regulations and maintain appropriate levels of insurance to protect the property and cover the liability of the school.

- With senior leadership, to be a steward of MB's workplace culture, proactively seeking to maintain a diverse, inclusive, and consistent environment for all. To provide information, empathy, and support when employees have questions or concerns about workplace policies or experiences.
- To ensure that personnel policies conform to state and federal laws and, through regular staff meetings, professional development, and annual evaluation, to support and monitor the administrative staff.
- In consultation with the school's legal counsel, to maintain a working knowledge of government regulations, policies, and related issues of importance to Moses Brown. Where appropriate, to serve as the school's representative in legal matters.
- With the Director of Auxiliary Services, to ensure the effective management of out-sourced services (e.g., dining, cleaning, security) and auxiliary enterprises (e.g., summer programs).
- With the Controller, to work with parents on financial issues related to their children's enrollment at the school.

Moses Brown School is a co-educational independent day school for nursery through twelfth grade located in Providence, Rhode Island. A Friends school founded in 1784, MB exists to inspire the inner promise of each student and instill the utmost care for learning, people, and place. The school engages its 750 students in a robust college preparatory curriculum, including a broad array of arts and athletics, where the Inner Light of each child finds expression and inspiration. The daily life of the school is strongly rooted in the Quaker values of peace, integrity, community, equality, and service. In its hiring practices, Moses Brown deliberately seeks to maximize the diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language). The school offers a competitive package of benefits to its faculty and staff, including vacation, sick and personal days, health insurance, retirement plan, and substantial tuition remission toward enrollment at MB.

Potential candidates should send a statement of interest and resume to Matt Glendinning, Head of School, at [CFOSearch@mosesbrown.org](mailto:CFOSearch@mosesbrown.org). Interviewing will begin in September.