

Francis Parker School

Assistant Head of School for Finance



Location
San Diego, CA

Application Deadline
May 12

Decision Announced
Mid-June

Start Date
Summer 2023

Post Date
April 10

Final Round
Late May / Early June

Reports To
Head of School

Salary Range
\$240,000 - \$280,000



Summary

In the heart of San Diego lies Francis Parker School, a dynamic and innovative educational institution with an abundance of ambition, energy, and vision. Each day, over 1,300 students from JK through grade 12, along with hundreds of faculty and staff, arrive at Parker's two large campuses. Over the last two-plus decades, the school has undertaken a nearly \$125M capital campaign to transform the Linda Vista Campus, which houses the middle and upper school students. Soon, a similar campaign will begin for the historic Mission Hills Campus. Parker is committed to providing an innovative program to its diverse student body, and with these exciting projects underway, the need to take a long-term approach to financial strategy and treasury management has never been more important. Parker is eager to welcome a collaborative and strategic assistant head of school for finance, who will serve as the school's de facto chief financial officer.

The assistant head of school for finance will work with the head of school, the board of trustees, and the Parker Leadership Team (PLT) to meet the long-term financial goals of the school. Additionally, the assistant head of school for finance will oversee departmental budget priorities, provide support and mentorship to a team of direct reports, and bring a student-centered approach to Parker's financial strategy. With other new administrators joining the PLT this fall, the assistant head of school for finance will have the opportunity to establish collaborative and transparent relationships with each department in the school.

Parker is excited to welcome its new assistant head of school for finance this July. This individual will be embraced by a team of devoted leaders, passionate parents and families, and exceptional students at one of the leading independent schools in San Diego.



Mission

Francis Parker School's mission is to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world.



Vision and Educational Philosophy

VISION

Parker's vision is to build engaging learning environments that nurture curiosity and prepare students with the skills and knowledge they need to embrace purposeful opportunities and live joyful lives.

EDUCATIONAL PHILOSOPHY

Parker believes that students learn best in an inclusive and interdependent community where they can thrive socially, emotionally, physically, and academically. They create learning environments that support and challenge students to build their knowledge through interconnected and developmentally appropriate learning experiences.

Parker is committed to developing students who:

- Strive for academic excellence while maintaining a balance of social and emotional well-being.
- Possess the necessary skills, aptitude, and imagination to participate in the fundamental human conversation on what is right, fair, and good.
- Understand the fundamental human conversation on what is right, fair, and good.
- Think critically, write persuasively, and communicate confidently.
- Are familiar with the cultural, political, historical, scientific, ethical, and economic forces shaping the world.
- Develop the necessary tools to realize their individual talents and potential in their academic and professional lives.
- Embrace the larger world through meaningful, age-appropriate opportunities for experiential education.

VISION FOR PARKER GRADUATES

Parker graduates students who embody those qualities essential for academic success and personal fulfillment—intellectual curiosity, creative thinking, a passion for learning, a sense of ethical responsibility, self-reliance, community engagement, and global competence—by offering a balanced, challenging, and integrated JK to Grade 12 educational program in academics, athletics, and the arts, all in a vibrant and diverse school community.



Values

Parker's core values support the mission and vision, affirming its principles, beliefs, priorities, and philosophy, shared by all members of the community.

1. STUDENTS FIRST

Preparing students to make a meaningful difference in the world is the cornerstone of a Parker education. Our mission, vision, and core values collectively prioritize the student experience, which means all School decisions are guided by what is best for children. Parker's programs provide appropriate structure and guidance for each stage of the student experience, with the end goal of graduating individuals who are self-reliant and lifelong learners.

2. ACADEMIC EXCELLENCE

Within a learning environment where all students are seen, known, and valued, we offer courses that move students first through foundational knowledge and then forward "as far as the mind can see." Students experience innovative and advanced courses that inspire them to think and achieve beyond their initial expectations. We partner with families to meet students' needs and guide their academic journey.

3. GLOBAL PERSPECTIVE

We ask all members of the Parker community to become attuned to the systems—cultural, political, and economic—that create diverse backgrounds and perspectives throughout the world. Students learn from a globally-focused curriculum and gain direct experience of the world through age-appropriate experiential education, service-learning, and guided international travel.

4. STRENGTH OF CHARACTER

We seek to develop students who understand and value behaviors that are true and good. We expect all community members to model upstanding citizenship, appropriately express their beliefs, and understand their responsibilities as members of the larger community. We provide opportunities for students to explore and strengthen these characteristics and expectations for themselves.

5. INCLUSIVE COMMUNITY

We strive to create a community in which each person is given the opportunity to develop a healthy sense of self and empathy towards one another. We courageously lean into difficult conversations to cultivate an environment of inclusion and belonging. We continuously reflect on our practices to prioritize cultural competency in our curriculum, program, policies, and strategic goals.

6. NO LIMIT TO BETTER

True to our progressive legacy, we reflect on and iterate all aspects of school life to ensure that the Parker experience is distinct and serves the needs of our evolving community. There is no limit to what we can dream, do, and try. By evaluating and innovating our practice, we model the habits of lifelong learning. Striving beyond limits is the essence of a Parker education and fuels our journey "as far as the mind can see."



Pursuit of Excellence

The five themes of Parker's strategic direction chart their path in pursuit of excellence. These themes serve as guideposts to direct their work strategically and tactically as they move forward as a school. These themes include:

ONE PARKER

Parker's commitment to creating and inspiring a healthy, collaborative culture, aligning Parker's curriculum, programs, and practices.

HEALTHY MINDS, HEALTHY BODIES

A strengthening of support for the physical, mental, and emotional well-being of Parker students, faculty, and staff.

THE NEEDS OF SOCIETY

Answering the charge to actualize Parker's public purpose by developing meaningful partnerships and sharing knowledge with their local communities.

LANCERS FOR EQUITY AND JUSTICE

Advancing diversity, equity, inclusion, and belonging (DEIB) through deliberate and holistic efforts.

FUTURE FORWARD

Parker's commitment to the research and design of institutional systems, processes, and plans that ensure Parker's sustainability as a leading educational institution.





Diversity, Equity, Inclusion, and Belonging

Parker embraces the celebration and understanding of different identities, backgrounds, and experiences. They lean into difficult conversations with courage and respect. And they continuously strive to improve their cultural competency, policies, and strategic goals.



COMMUNITY

Parker has a deep commitment to building a school community that truly is global in perspective, diverse in composition, and reflective of our world. Their goal is to be one community where all members feel valued, included, and respected.

At Parker, their learning environment is enhanced by the different stories and experiences of each member of their school community. They are one community composed of many families representing a broad range of viewpoints, cultures, and backgrounds—they all learn from each other.



Important DEIB Milestones

2013

Parker creates a standing Diversity Committee of the Board of Trustees.

2015

Parker hires its first Director of Diversity and Inclusion, who remains in this role and has grown the Office of DEIB to what it is today.

2018

Parker begins S.E.E.D. training for faculty; to date, 34 have completed it.

2019

Parker begins S.E.E.D. training for faculty; to date, 34 have completed it.

2014

Parker commits to a two-year climate survey process, Assessment of Inclusivity and Multiculturalism (AIM), as developed by the National Association of Independent Schools.

2016 TO 2018

Parker implements five AIM action items:

- Create a diversity and inclusion mission statement.
- Develop and implement an outreach plan.
- Develop and implement a JK to 12 inclusive curriculum framework.
- Revise hiring practices to attract more diverse faculty to the school.
- Provide professional development for faculty and staff.

2020 TO PRESENT

Parker takes its commitment to DEIB to the next level, by:

- Creating an Office of Diversity, Equity, Inclusion and Belonging.
- Hiring two full-time associate directors, one to work at each campus.
- Launching an Equity and Justice action plan (<https://bit.ly/2LG4CNI>).
 - Affinity group expansion and facilitation
 - Continued professional development
 - Racial literacy
 - Culturally and linguistically responsive teaching



Key Statistics



1912

Parker's founding year, making it the oldest co-ed, independent school in San Diego.

 80

ZIP codes across San Diego County are represented in Parker's student body.

 1,325
students

9:1 student-to-teacher ratio



Financial Assistance

24% of families receive financial assistance.

\$6.2 million allocated for financial assistance in 2019.

\$20,100 average need-based award

\$7 million allocated for financial assistance in fiscal year 2023



86 faculty with advanced degrees

72

colleges in the United States and beyond welcomed a Parker graduate from the class of 2022.



Memberships

San Diego Consortium of Independent and Private Schools (SDCIS), National Association of Independent Schools (NAIS), National Business Officers Association (NBOA), Independent Schools Business Officers Association of California (Cal-ISBOA)

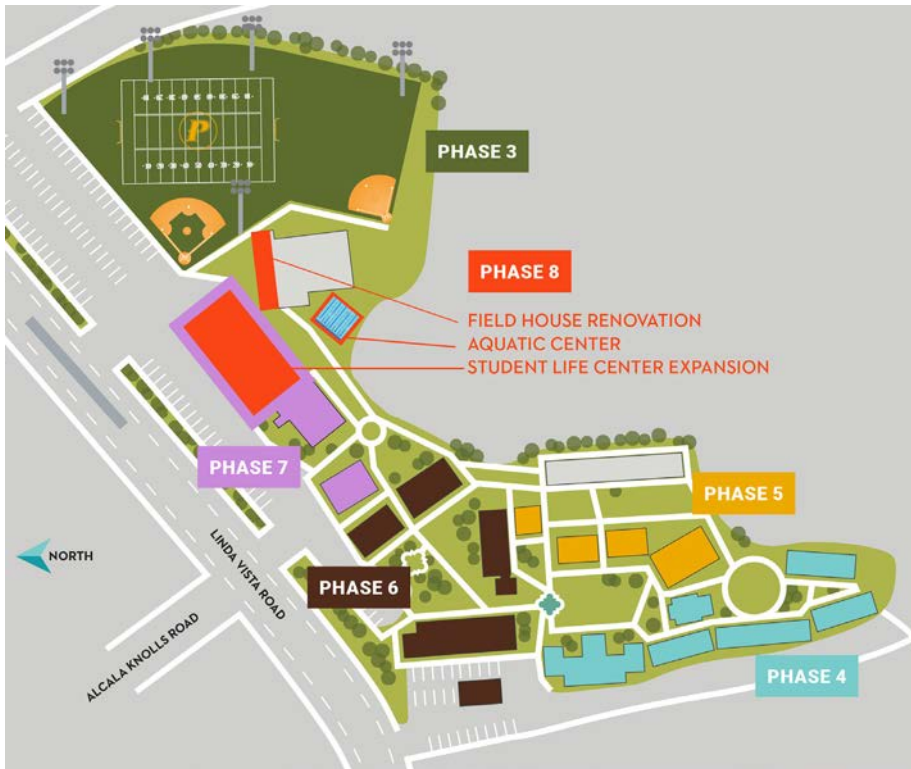
Accrediting Bodies

California Association of Independent Schools (CAIS), and the Western Association of Schools and Colleges (WASC)

www.francisparker.org



Parker Forward: A 20-Year Campaign



PHASE 1		COMPLETED \$75M
2001	Land acquisition opposite Plumosa Way, South wing and JK classroom retrofitting (Mission Hills Campus)	
PHASE 2		
2004	10 New Classrooms, 3 New Labs, Considine Library, Scripps Design Center, Gooding Courtyard, 2-story North Wing, and J. Crivello Playground (Mission Hills Campus)	
PHASE 3		
2005	Turf Field, Lights, and Surface Parking (Linda Vista Campus)	
PHASE 4		
2006	29 New Upper School Classrooms, 8 New Upper School Labs, Viterbi Science Center, Nicholas Commons, and Senior Quad (Linda Vista Campus)	
PHASE 5		RECENTLY COMPLETED \$23.4M
2007	19 Renovated Middle School Classrooms, Library, Lawrence Commons, Gildred Math Building, Tchang Science Center, Middle School Courtyard (Linda Vista Campus)	
PHASE 6		
2009	Visual Arts Building, Thiemann Music Building, James Alan Rose Art Gallery, Peters Family Building, and J. Crivello Hall (Linda Vista Campus)	
PHASE 7		UPCOMING \$26.3M
2019	Student Life Center, Outdoor Amphitheater, Cafeteria, Renovations to the Amelita Galli Curci Performing Arts Center, On-site Parking (Linda Vista Campus)	
PHASE 8		
2021-2022	Student Life Center Expansion, Field to House Renovation, and New Aquatic Complex (Linda Vista Campus)	

Inspired architecture and design have always played a central role in the development of Parker’s campuses. Artfully created spaces on the Mission Hills Campus that join classrooms with the natural environment were the work of famed architect William Templeton Johnson, who co-founded the School in 1912 with his wife, Clara Sturges Johnson.

The Linda Vista campus has undergone dramatic transformations over the last 50 years, mirroring the goal for Parker students to have bright, contemporary, and exciting learning spaces that inspire and cultivate the development of many skills and interests.

The Master Plan will be completed in eight phases: the Mission Hills Campus renovation and expansion (completed in 2004); synthetic turf and lights for the Linda Vista Campus (2004); 29 classrooms, Viterbi Science Center, Nicholas Commons, offices, and Senior Lawn (2006); Linda Vista Campus library, Middle School classrooms, Tchang Science Building, Gildred Math Building, and Middle School Courtyard (2007); Visual Arts Center, music studios and Peters Family Building (2009); J. Crivello Hall (2009); the Student Life Center and parking garage (2019); and the Douglas Aquatic Center, the Silberman Student Life Center, and the Vassiliadis Athletic Center (groundbreaking soon).

For more information about this innovative and transformative masterplan, please visit WWW.PARKERFORWARD.COM



Linda Vista Campus

At Francis Parker School, students enjoy tremendous educational benefits from the community's philanthropic investment in state-of-the-art academics and arts facilities. The same can hold true for physical education and athletics. Parker is in the home stretch of a two-decades-long capital improvement program to reimagine the Linda Vista Campus, which has seen over 20 new structures built in the last 20 years. The final pieces of this Campus Master Plan include the Douglas Aquatic Center, the Silberman Student Life Center, and the Vassiliadis Athletic Center. With these new buildings comes the tangible reminder of Francis Parker School's belief in high-quality physical education and athletic programs as an integral component of students' well-rounded educational experience. These spaces will serve both students and the local community, providing a place to gather, play, and compete.



Douglas Aquatic Center

The Douglas Aquatic Center will include Parker's first on-site, multi-purpose 7,350 square-foot heated pool, securely nestled behind the Student Life Center and Field House, with canyon views of Mission Valley. The aquatic center will serve both students and members of the surrounding community, while promoting Francis Parker School's commitment to health and wellness for all.

Silberman Student Life Center

Parker's Student Life Center will expand by 30,000 square feet to include a two-court gymnasium with 1,100 bleacher seats, student commons, locker rooms, support spaces for aquatics, a satellite training room, professional offices, and multi-use classroom and meeting spaces. The Silberman Student Life Center will be a place for students and faculty to gather formally and informally in the heart of this indoor/outdoor campus.

The Vassiliadis Athletic Center

The Vassiliadis Athletic Center will elevate the game-day experience, bolster Parker's competitive advantage, and bring a new level of pride and purpose to all events hosted in this space, including California Interscholastic Federation (CIF) competitions. The Vassiliadis Athletic Center will also serve as a location for ceremonies, celebrations, and gatherings of the full Parker community.

Solar Upgrade

As part of its ongoing green commitment, Parker is implementing solar voltaic systems on its Linda Vista Campus. This upgrade will ensure that Parker is reducing its carbon footprint, and establishing best practices for sustainability into the future.



Historic Mission Hills Campus

Parker's lower school campus, located in Mission Hills, embodies the school's commitment to excellence and what it means to be "Parker proud." With its quintessential Spanish-style buildings and thriving idyllic landscape, the lower school serves as an educational hub for Parker's youngest learners. As the final elements of the Linda Vista Campus master plan are completed, Parker will begin to turn its attention to formulating similar project plans at the Mission Hills Campus. These plans will span well over a decade and result in a reimagining and renovation of the campus, placing Parker's impactful core values and vision at the forefront of its operations.



Wayfinding and Earthquake Preparedness

As part of Francis Parker School's wholehearted commitment to student health and safety, the Mission Hills Campus will implement updated safety measures in the near future. For example, wayfinding, which helps first responders quickly navigate a campus during an emergency, has been implemented on the Linda Vista Campus but has not made its way to the Mission Hills Campus yet. Additionally, Francis Parker School will update the earthquake preparedness systems on the campus.

Kitchen/Dining Hall Renovation

Francis Parker School is excited to begin mapping out a substantial renovation on the Mission Hills Campus's kitchen and dining hall. Parker is proud to offer a healthy and nourishing array of food choices to its students, and aims to further elevate the dining experience for each individual. Parker aspires to create constantly-evolving inclusive and diverse spaces throughout the lower school campus, and the renovated dining hall and kitchen will bring this goal to life.

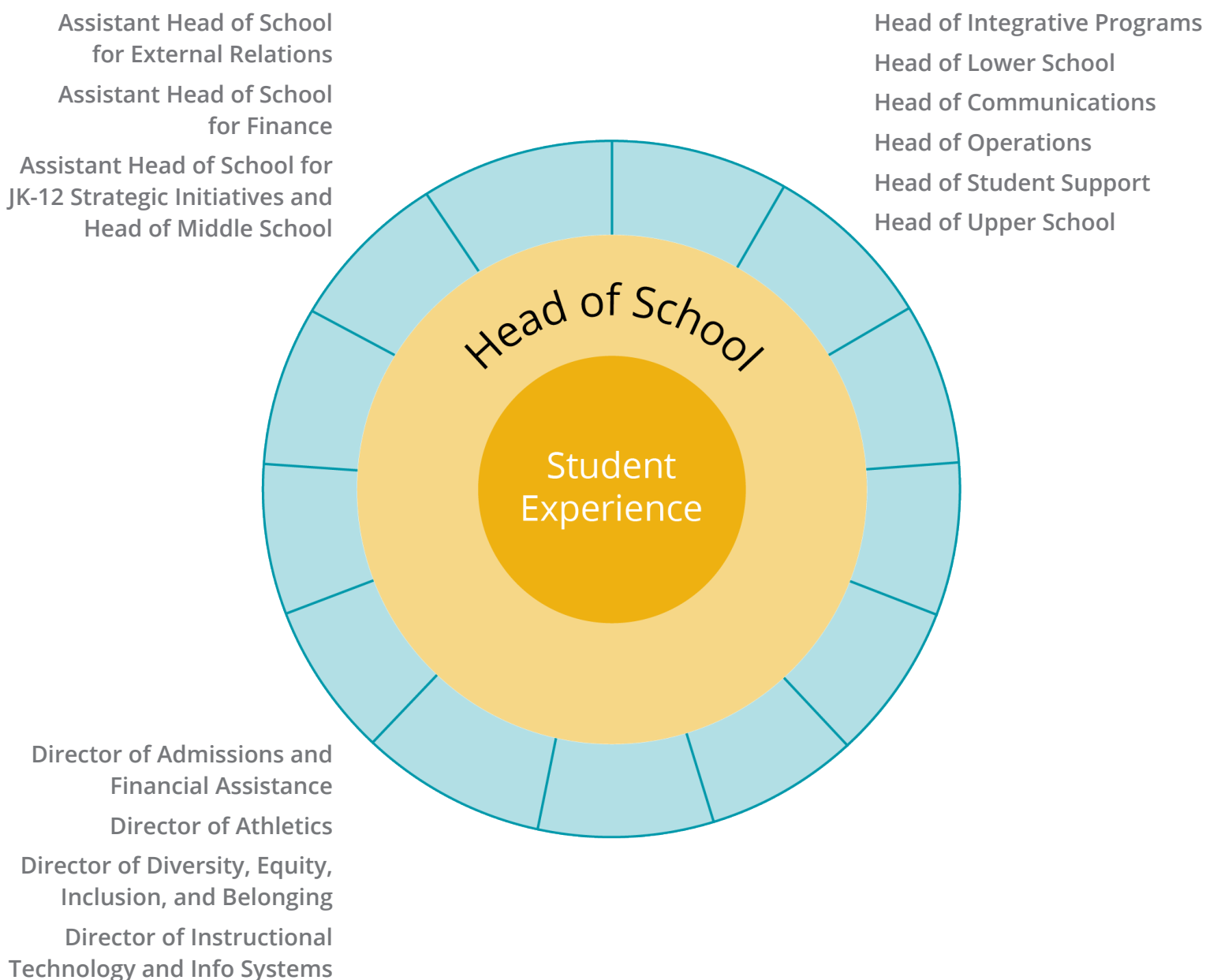
Updates to Existing Buildings

While the Mission Hills Campus is home to historical, eye-catching buildings and facilities, Francis Parker School understands when student spaces require attention. Parker is planning to update various buildings and facilities on the Mission Hills Campus to better serve its student body's learning needs. These modernized buildings and spaces will allow Parker's lower school students to foster meaningful relationships and deeply connect with their own ideas and educational goals.



Parker Leadership Team

The Parker Leadership Team (PLT) is a diverse, motivated, and talented group of administrators. The PLT currently comprises fourteen people: the head of school plus thirteen senior administrators. Administrators on the PLT oversee academic and non-academic units across this complex, large, two-campus institution. The group is diverse not only in its individual makeup but also for its organizational structure. Some members are assistant heads overseeing multiple areas of broad functionality, some are heads overseeing divisions with multiple functional units, and others are directors overseeing domain-specific departments that touch all areas of the school. In addition, not everyone on the PLT reports directly to the head of school. Even with this diverse organizational structure, the PLT functions as a collaborative, cooperative, and consensus-driven unit in which all voices matter and everyone has an equal seat at the table. For more information about the members of the PLT, we invite you to read their individual [BIOS](#).



Voices of Parker



Christen Tedrow-Harrison

Director of Diversity, Equity, Inclusion, and Belonging

Christen Tedrow-Harrison is a champion of DEIB principles at Francis Parker School. Christen began her career in education as a teacher. As a second-generation, Mexican-American woman, Christen wanted to create a space for students to feel accepted and celebrated for their unique attributes. In 2015, she came across the director of DEIB role at Parker, and was drawn to the school's commitment to evolving to best meet the needs of its diverse student body. She recalls feeling as though she received the "best gift she could have asked for" when she joined the Parker Leadership Team (PLT). In her time at the school, Christen has accomplished revolutionary work in the area of DEIB. In 2020, she established the office for DEIB in order to best support and uplift marginalized communities at Parker and beyond. She is looking forward to welcoming a pragmatic and empathetic assistant head of school for finance to the PLT. She hopes this individual will build trusted relationships with colleagues and place students at the center of key financial decisions.



Frederic Skrzypek

Director of Instructional Technology and Information Systems

Frederic Skrzypek is a passionate and strategic member of the PLT. Upon joining the PLT, Frederic was impressed by the school's devotion to multi-year planning and goal-setting. In addition to overseeing the school's day-to-day technology operations, Frederic focuses on Parker's long-term vision for improving technology systems and processes. Now in his second year as the director of instructional technology and information systems, Frederic has enjoyed learning and contributing to Parker's big-picture goals. He and his team are currently reviewing Parker's responsible technology usage policy, and proactively enhancing additional technology procedures at the school. Frederic is excited to welcome a new assistant head of school for finance to Parker. He hopes that this individual will bring a forward-thinking perspective to each financial initiative, and thoughtfully collaborate with faculty and staff on budgeting and school-wide financial strategy.



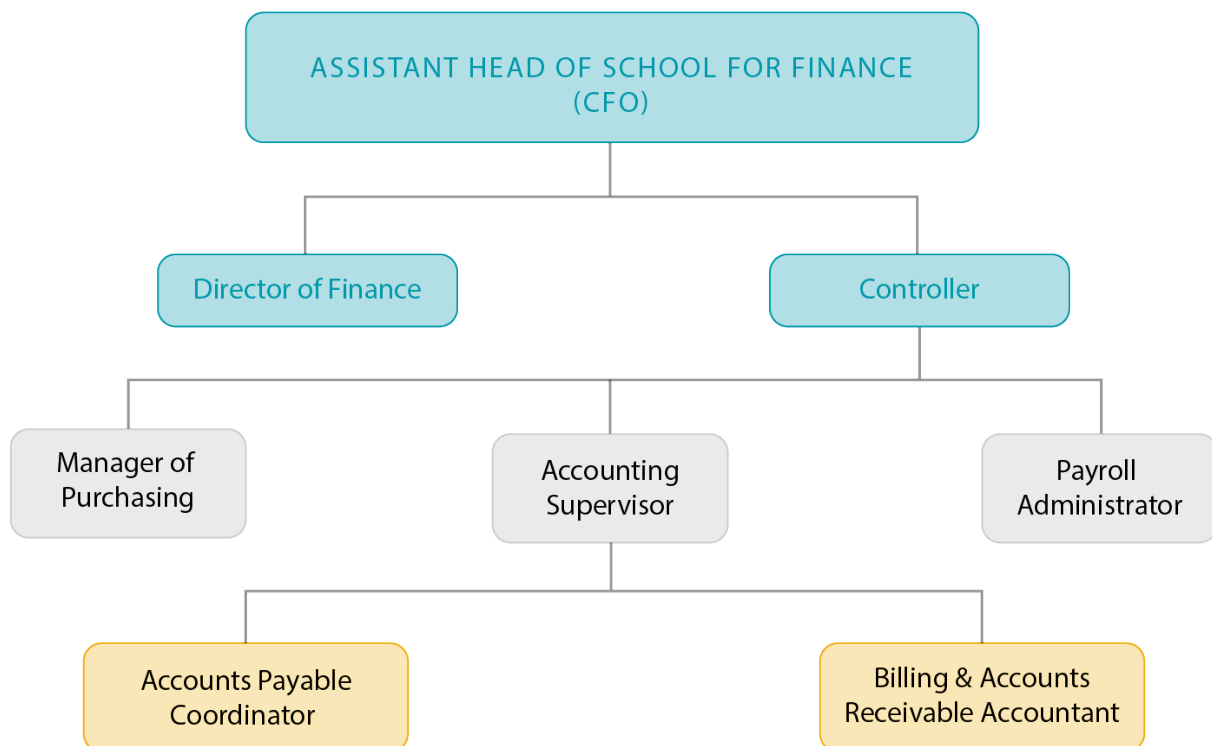
Cathy Lee

Director of Finance

Cathy Lee is the director of finance at Francis Parker School. Eight years ago, Cathy was working as a finance professional in the for-profit sector and intended to become a consultant. However, she learned about Francis Parker School from several colleagues, and was intrigued by the school's innovative and inclusive approach to education. She joined the team as the director of finance, and continuously finds joy in making a difference in the lives of Parker students each day. She holds immense respect for the devoted faculty and staff at Parker, and appreciates the school's efforts to put the student experience at the center of each initiative. Cathy is looking forward to forming a close relationship with the incoming assistant head of school for finance. She looks forward to welcoming an enthusiastic leader, who can challenge perspectives, provide constructive feedback, and maintain trusted relationships with their colleagues.



Business Office Organization Structure



The assistant head of school for finance leads a close-knit team of seven employees within the business office. The team comprises the director of finance, the controller, and five other finance professionals who report directly to the controller. The existing strength and institutional knowledge of the business office will allow the assistant head of school for finance to focus on the school's long-term financial strategy and treasury management since many of the day-to-day financial processes are led by the director of finance and controller. A new head of operations (HOO) also serves as the school's de facto chief operating officer. The HOO oversees several units, including transportation, facilities, security, and safety – as well as project management for major campus improvement projects. Therefore, while the assistant head of school for finance will not directly oversee these functional departments, the assistant head of school for finance will still work closely with the HOO to ensure financial alignment and strong vendor partnerships for all non-academic areas of the Parker program. In addition, the assistant head of school for finance will also serve as a close collaborator on human resources and technology projects as the primary liaison between the business office and other departments at the school.



Background and Opportunities

Francis Parker School is a premiere independent school in San Diego, serving over 1,300 students in JK through grade 12 from over 80 ZIP codes across San Diego County. Its two campuses – Linda Vista, which serves Parker’s middle and upper school students, and the historic Mission Hills Campus, which serves early childhood and lower school students – boast state of the art facilities that support students in their academic, artistic, and athletic endeavors. Parker reflects a pursuit of excellence and long-standing focus on diversity, equity, inclusion, and belonging in all of its programs and strategic initiatives. Serving as one of three assistant heads of school on the Parker Leadership Team (PLT), the incoming assistant head of school for finance will oversee the school’s financial and treasury management, and will join a talented and devoted team of faculty and staff.

PARKER FORWARD

This is an exciting time in Parker’s history. The school is in the capstone phase of a nearly \$125M, 20-year capital campaign that completes the Linda Vista Campus Master Plan. This phase of the *Parker Forward* campaign includes renovations to the Athletic Center and the addition of the Douglas Aquatic Center, which will be Parker’s first on-site, multi-purpose, 7,350 square-foot heated pool. These projects reflect Parker’s ongoing commitment to student health and wellness – a priority shared widely among the school community. Looking ahead, renovations to the Mission Hills campus, which houses the lower school students, will entail an additional capital campaign and multi-year improvement projects.

As these capital improvement projects required more complex facilities and campus operations oversight, Parker welcomed a head of operations last fall to oversee campus transportation, security, facilities, dining services, and technology. The head of operations will be a key partner to the assistant head of school for finance as the school develops a long-term financial strategy to support the expanding facilities and operational needs of Parker’s program.



Kevin Yaley

Head of School

FROM THE HEAD OF SCHOOL

“Parker’s faculty and staff are our most valuable asset. From the outset, our commitment to our students is to inspire academic excellence, build strength of character, and encourage global citizenship. We do this by creating engaging learning environments that support and challenge them in age-appropriate ways. We believe that every employee plays a critical role in educating our students, whether they work inside or outside of the classroom.”

[CLICK HERE](#) to watch 12M’s interview with Kevin, who shares the importance of finding a highly-capable thought partner to join the Parker community.



FINANCIAL SUSTAINABILITY AND STRATEGY

The success of the *Parker Forward* campaign is a testament to the strength of the Parker community and its donor support, as well as the overall financial health of the school. The incoming assistant head of school for finance will serve as the school's de facto financial strategist, and will focus on assessing and implementing treasury management strategies for Parker's assets. Additionally, the assistant head of school for finance will play a key role in building sustainable models for the school's financial aid program and faculty compensation structure. Ensuring that both of these models are financially sustainable and equity-minded will allow Parker to attract and retain a diverse and talented faculty, staff, and student body.

COLLABORATIVE LEADERSHIP

A key to success for the incoming assistant head of school for finance will be in developing transparent and collaborative relationships with other members of the Parker community, and in serving as a strategic partner to key stakeholders including the head of school and board of trustees. The incoming assistant head of school for finance will find extensive institutional knowledge and depth of expertise among members of the PLT and business office staff. The 2023-2024 school year will mark the beginning of Kevin Yaley's fourteenth year as head of school, and his twentieth as a senior administrator at Parker. In the business office, the director of finance and controller share a combined tenure of nearly twenty years at the school, and many other members of the PLT have served in a multitude of roles at Parker.

While the shared history and experience of the entire PLT will be an invaluable asset to the assistant head of school for finance, the upcoming school year will be a significant time of transition for the team. Parker will be welcoming three new, key administrators at the start of the '23-24 school year: the director of admissions and financial assistance, the director of athletics, and the head of communications. Opportunities to partner with these administrators will include working with the director of athletics to evaluate the athletics department's staffing model and facilities needs, and developing a tuition and financial aid model with the director of admissions and financial assistance.

Fortunately, the assistant head of school for finance will have the capacity to build these cross-departmental relationships since many of the day-to-day financial operations of the school are managed by the director of finance and controller. As a key member of the PLT, the incoming assistant head of school for finance will be instrumental in building a positive culture through clear communication, financial transparency, and a collaborative approach to leadership. The assistant head of school for finance will report directly to the head of school, and will be warmly welcomed to the Parker community in July of 2023.



Areas of Focus

MANAGING FINANCIAL STRATEGY

Strategic financial management is an essential aspect of the assistant head of school for finance's role at Parker. The assistant head of school for finance should adopt a business analyst-mindset and look for areas of improvement within Parker's existing financial management strategies. This will include acting as the manager of Parker's treasury, and working closely with the head of school and board of trustees to outline long-term goals for the school.

BUILDING FINANCIAL SUSTAINABILITY

Parker is committed to improving and innovating the programs it offers students, which comes with the need to sustainably support growing operational expenditures. The assistant head of school for finance will partner with members of the Parker Leadership Team (PLT) to understand departmental goals and explore new ways to support these programs. The assistant head of school for finance will also consider ways to alleviate the pressure placed on tuition to support the school's operational needs, and leverage the school's existing assets and endowment to support faculty compensation adjustments and student financial assistance.

LEADING WITH INTENTION

The school values mutual respect and communication within the PLT. The assistant head of school for finance will oversee a team of highly-capable finance professionals, and lead large-scale financial initiatives in partnership with members of the PLT. Especially as the Linda Vista campus renovations near completion, and the Mission Hills campus prepares to undergo similar changes, it will be important for this individual to build genuine relationships with new and existing members of the PLT and other stakeholders in the Parker community.





Desired Qualities of Parker's Assistant Head of School for Finance

Collaborative

Adaptable

Student-centered

Inclusive

Reliable

Detail-oriented

Analytical

Approachable

Strategic

Ethical



Specific Duties

FINANCIAL LEADERSHIP

- Oversee financial strategy for Francis Parker School, working closely with the head of school and board of trustees to ensure tuition setting, endowment draw, cash management, balance sheet management, and budgeting cycle are coordinated to meet the long-term financial goals of the school.
- Support the needs of the head of school, board of trustees, and various committees including the audit committee, compensation committee, finance committee, and investment committee.
- Collaborate with the Parker Leadership Team (PLT) to coordinate departmental budget priorities, and ensure understanding and support of the implications of the school's short- and long-term financial goals.
- Provide training and leadership to direct reports, while sustaining a positive, productive, and supportive team culture.
- Serve as an enthusiastic, values-driven liaison between Parker and its external vendors and stakeholders.

STRATEGY AND SUSTAINABILITY

- Develop treasury and investment policies to support the financial sustainability of the school's academic programs, faculty compensation, and tuition assistance models.
- Oversee all financial and contractual matters related to the implementation and completion of *Parker Forward* Phase 8, and work in partnership with the head of operations and athletics director to solidify ongoing financial support for new programs and facilities.
- Work closely with the head of operations to maintain a Property Replacement, Renewal, and Special Maintenance (PPRSM) plan and review reserve adequacy.
- Under the supervision of the Investment Committee, manage the endowment allocation and investment strategy.
- Prepare the annual operating and capital budgets, and maintain long-range financing planning models to support and articulate the school's strategic direction.

COMPLIANCE AND OTHER RESPONSIBILITIES

- Provide leadership and expertise in evaluating current local, state, and federal regulatory requirements and ensuring compliance with those regulations for all school policies and procedures.
- With support from the manager of benefits and HRIS, oversee the school's health insurance policies, third-party broker relationships, and reporting requirements for all employee benefits.
- Serve as a member of the PLT in support of the head of school and board of trustees, and perform other duties as assigned.



Qualifications and Qualities

QUALIFICATIONS

- At least 10 years of experience in a financial role at an organization of similar size, preferably in both for-profit and nonprofit environments
- A bachelor's degree from an accredited college or university in Accounting, Finance or Business Administration; an MBA, CPA, or master's degree highly desirable
- Proven track record managing the financial operations and risk management of a complex organization

QUALITIES

- Exceptional communication, collaboration, and relationship-building skills, including the ability to work with board members and school leaders to contribute positively to organizational morale, and to coach others through change and complexity
- Demonstrated results-driven leadership skills, business acumen and judgment to make practical, data-driven, and timely decisions
- Effective meeting facilitation skills, with an ability to monitor interpersonal interactions, foster collaboration, inspire productivity, and design clear decision-making processes
- Project management experience with the ability to develop and implement action-oriented financial strategies and plans, including effective use of project management tools
- Ability to adapt to shifting priorities with a flexible mindset and strong time management skills
- Uncompromising integrity, and a positive and respectful attitude

This position requires working at a keyboard and remaining stationary for long periods of time in a professional office environment. This position also requires moving between and within all areas of both campuses, which include stairs and narrow access paths.



How to Apply

12M Recruiting is acting on behalf of Francis Parker School to identify exceptional financial leaders to fill this extraordinary opportunity. Direct inquiries to:

JOBS@12MRECRUITING.COM

APPLICATIONS WILL BE CONSIDERED THROUGH MAY 12, 2023.

All applications must be submitted online:

WWW.12MRECRUITING.COM/JOBS/PARKERCFO

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Francis Parker School search committee
- CV or resume
- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
- In 250 words or less, please provide a response to either of the following topics:

Describe a time in which you engaged in a strategic financial planning exercise. What steps did you take to develop this plan in alignment with the organization's long-term goals?

OR

The assistant head of school for finance will be one of three assistant heads of school on the Parker Leadership Team, and will supervise a team of seven direct reports. Describe your approach to leadership. How do you build relationships with your colleagues, and mentor direct reports?



Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

