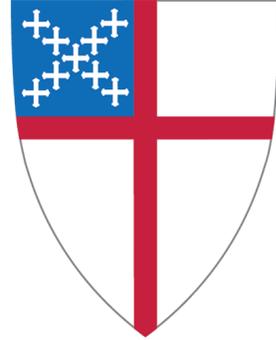




OPPORTUNITY STATEMENT

Saint Michael Episcopal School



Chief Financial Officer Search
Immediate Opening

Dallas - Fort Worth, Texas



Application Deadline
Immediate Opening

Lead Consultant
Tim Viands

Mission & Values

“Saint Michael Episcopal School’s mission is to provide a nurturing, individualized, inclusive early childhood experience based on our four pillars - Love, Faith, Education, and Service.

We offer a curriculum to stimulate children’s intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.”



School Overview

Saint Michael Episcopal School is an Early Childhood through Kindergarten parish day school in Dallas, Texas. The school is one of the premiere EC-Kinder schools serving children in the Dallas Metroplex.

The Church & School Relationship

Saint Michael Episcopal School has a healthy school - church relationship, as evident in the successful capital campaign and advancements towards a newly renovated school.

The school is a parish day school. The next Director of Finance will nurture and build relationships with the church.

Facts & Figures



Enrollment

321



Annual Budget

\$4,400,000



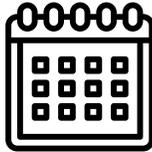
Endowment

N/A



Diversity

11%



Year Founded

1986



Financial Aid

N/A



Date of Last Strategic Plan

WILL BEGIN WORKING ON THE
NEW PLAN IN 2024-25 IN
COLLABORATION WITH THE
CHURCH



**Associations &
Memberships**

NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS
NATIONAL ASSOCIATION OF EPISCOPAL SCHOOLS
SOUTHWEST ASSOCIATION OF EPISCOPAL SCHOOLS

The Capital Campaign

The school is in the final stages of completing a \$60 million capital campaign in conjunction with the church. The next Director of Finance will be integral in partnering with the Head of School to complete the campaign.



The Position

The Chief Financial Officer at Saint Michael Episcopal School reports directly to the Head of School and oversees operations and finance, financial reporting and planning for Board of Directors, human resources; campus planning and renovation finances, and enrollment & tuition strategic projections.

Operations & Finance

- Establish a strong work relationship with the Head of School to present financial plans and annual budgets to the finance committee of the Board to achieve the objectives of the school
- Recommend preliminary annual budget operational figures to the Head of School
- Maintain a system of cost control to foster efficiency consistent with high standards of education and the limitations of the budget
- Manage a cost-effective system of purchasing, billing, accounting, investing and insurance
- Assist Head of School with creation of preliminary long range financial plan
- Oversee and make recommendations to Board and Head of School in the areas of investment, budgeting, purchasing, accounting and all office services
- Oversee Financial Legal Issues
- Participate in the annual audit process

Human Resources

- Enroll, onboard, and maintain employees in benefits programs (insurance, 403(b) retirement plan, etc.)
- Track employee absences and verify time sheets
- Prepare staff contracts
- Set up and Manage Employee Files

Campus Planning & Renovation

- Manage and Oversee all financial and operational aspects
- Coordinate 3rd party contracts
- Establish relationships with SMAA

Operations

Board of Directors

- Create and maintain statistical data for Board and Head of School analysis and strategic planning
- Review and provide Financials and other reports for monthly Board meetings
- Create reports that lead Board to undertake periodic, systematic, and long-range planning
- Report to the Board results of programming and financial comparisons of similar institutions and external analyses
- Create and maintain a Board Financial Dashboard w/ SMES Operations Manager

Enrollment & Tuition

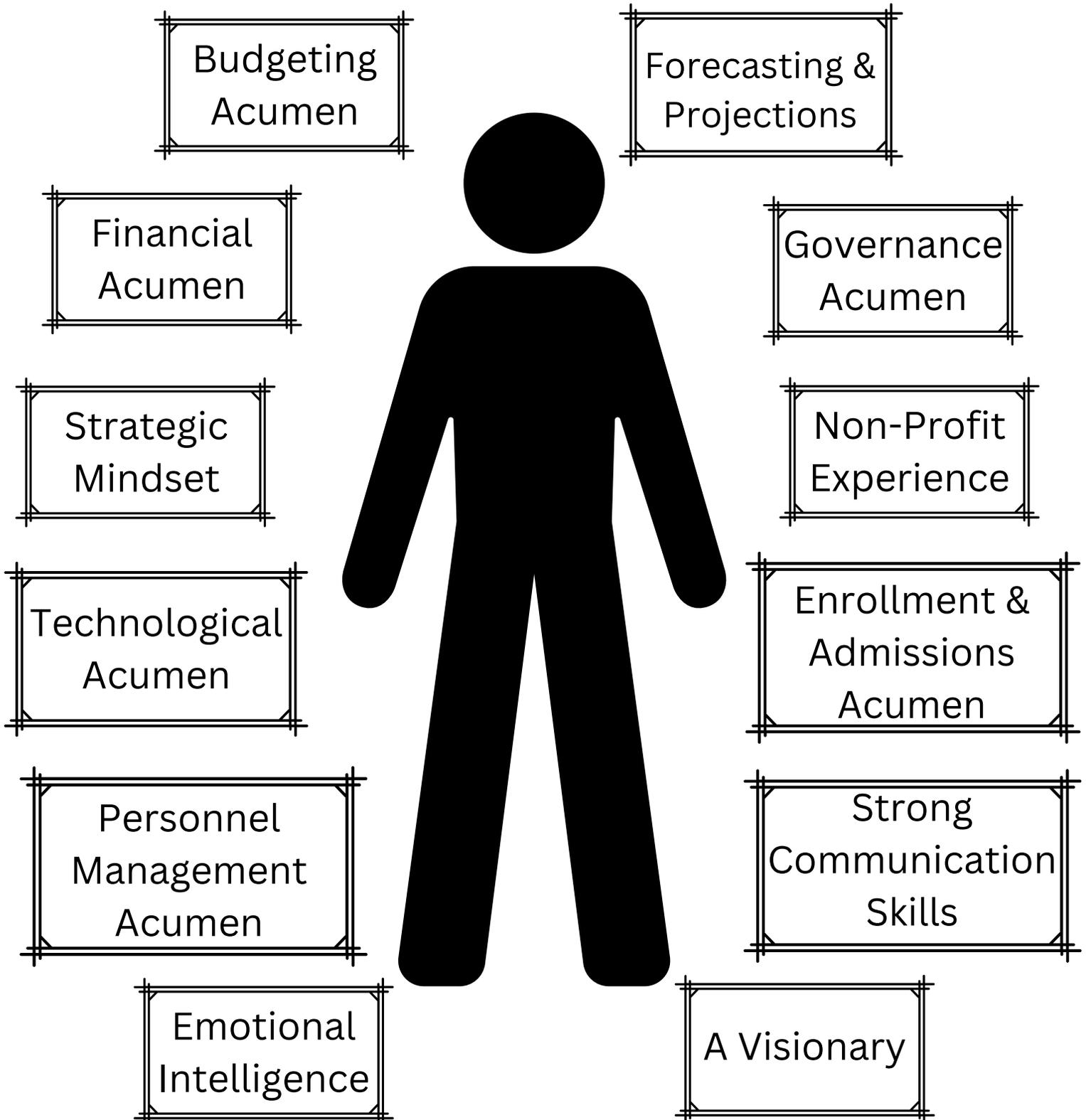
- Maintain and analyze multi-year enrollment projections
- Recommend annual tuition adjustments within annual budget figures
- Establish and maintain strong work relationship with Enrollment and Tuition Coordinator to ensure successful internal and external school financial operations

Fundraising & Advancement

- Partner w/ Development and SMAA Accountants to track all Fundraising Sub-accounts
- Manage Fundraisers with Saint Michael Parent Advisory (SMPA)
- Partner with development and board to establish an annual fund

Profile of the Leader

The Chief Financial Officer will possess the following competencies. The ideal candidate will have these skills, knowledge and abilities. Candidates should respond to these competencies in their cover letter and be prepared to respond to them during the interview process.



Search Timeline

Application Deadline: Applications will be considered on an ongoing basis until the position is filled.

Serious candidates are encouraged to apply immediately.

Compensation & Benefits

The salary for the next Chief Financial Officer will be competitive and commensurate with experience.

Benefits Include:

- Health, Vision, and Dental Insurance, with 91% covered by the school
- 403B, with up to 9% match
- Tuition Remission for Eligible Children (50%)

To Apply

Interested and qualified candidates are invited to contact IndySchool Consultancy in confidence. Candidates will need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position
- A current resume or CV
- A list of five professional references with name, relationship, phone number and email address of each (references will not be contacted without the candidate's permission)

Tim Viands, President
tim@indyschoolconsultancy.com

Candidates selected to advance will be contacted for interviews with the ISC team and to complete supplemental documents.

For inquiries, contact us.



indyschoolconsultancy.com
tim@indyschoolconsultancy.com
(440) 361-9880

