

Employment Opportunity -- Director of Finance and Operations

We are seeking a strategic thinker with a strong background in financial analysis and excellent interpersonal skills. The Director manages the financial, human resources, and facilities operations of the School. The position reports to the Head of School, works closely with the Board of Directors, and is a member of a collaborative senior management team.

Requirement	• BA in business administration, finance, accounting, or general management; MBA preferred • Competence in finance, benefits administration, and facilities management • Minimum five years relevant experience • Experience in non-profit environment; private school preferred
Attributes	• Leads in a manner that exemplifies and fosters the school's progressive mission • Has a strong curiosity to learn and is a flexible thinker • Builds interpersonal relationships with co-workers • Possesses keen communication, management, problem-solving, and analytical skills • Exhibits excellent judgment and decision-making abilities • Shows a strong sense of integrity, reliability, and accountability • Maintains and manages a well-organized operation • Has the aptitude to multi-task, work independently, and be attentive to details • Works well under pressure and meets deadlines • Interfaces professionally and respectfully with a broad range of constituents (administrators, trustees, faculty, staff, vendors, parents, professional contacts, etc.)
Experience	• Financial management, including budget preparation, financial statements, fund-accounting, investment management, and financial reporting • Management of financial obligations such as leases, loans, contracts, and other transactions requiring a commitment of financial resources • Statistical research and analysis for benchmarking, analysis, and planning purposes • Implementation of financial, collections, tuition-related, and other business-operational policies • Broad-based operations and facilities management • Computer proficiency in database/accounting/presentation software and other relevant systems • Compliance with city, state and federal government regulations • Human resources, including employee contracts, payroll, benefits, handbooks, policies, risk management, and insurance • Direct supervision of support staff

Candidates should submit a resume, cover letter, and references to employment@bakerdemschool.org.

Baker Demonstration School is an independent day school, committed to providing an exemplary Preschool, Elementary and Middle School education to our 380 students. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values different ways of learning. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker. We cultivate our students' intrinsic motivation to learn and their active participation in the learning process. We foster excellence through critical thinking and integrated connections across academic and artistic endeavors. We promote collaboration while developing personal leadership. We foster citizenship by encouraging students to develop self-awareness and compassion for others. Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

Baker Demonstration School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, or sexual identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship.