



Middlesex School

Concord, MA

www.mxschool.edu

PROFESSIONAL OPPORTUNITY

JOB TITLE: Chief Finance & Operations Officer (CFOO)

OVERVIEW:

Middlesex School is an independent college-preparatory boarding and day school for grades 9-12 located on the edge of Concord, Massachusetts. Situated on a beautiful, bucolic Olmsted-designed campus, the School is located just 20 miles outside of the Boston/Cambridge area. Middlesex searches for and prizes teachers and staff members who are inspired equally by their disciplines and by a commitment to sharing their best selves with the wider community.

The School is seeking a Chief Finance & Operations Officer (CFOO) to start July 1, 2025. The position reports to the Head of School and oversees non-academic functions of the school including: Finance, Facilities, Information Technology, Food Services (contracted), Safety & Security, Human Resources, and Strategic Initiatives. The CFOO also serves as the liaison to the Finance & Budget, Investment, Audit, and Buildings & Grounds Committees of the Board of Trustees.

ESSENTIAL FUNCTIONS:

- Develop and implement financial and operational strategies that support the School's mission and goals and are consistent with the organization's fiscal policy and compliant with state and federal laws.
- Oversee the financial operation of Middlesex including endowment, investments, cash management, financial analysis, budget management, debt compliance, and all tax- exempt financing.
- Engage in cooperative decision making with the Head of School and Board of Trustees; serve as liaison to the Finance & Budget Committee, Investment Committee, Audit Committee, and Buildings and Grounds Committee providing required reporting.
- Maintain accounts in accordance with the pronouncements of the Financial Accounting Standards Board of the American Institute of Public Accountants related to nonprofit organizations.
- Oversee the functions of the Business Office, Human Resources, IT Department, Food Services, Safety & Security, Project Management, Facilities & Grounds Department, and Strategic Initiatives.

- Oversee the hiring, employment, and appraisals for employees within the functions related to Finance and Operations. Recommend compensation accordingly.
- Supervise the preparation of the annual operating budget, and present to the Trustees for approval. Prepare quarterly financial reports for Trustees, management, and department managers.
- Provide support to the Head of School and the Finance & Budget Committee in setting of the succeeding year's tuition to support the enrollment/reenrollment process.
- Administer the computerized accounting system to prepare financial statements, cash flow reports, Annual Fund Reports, and any Capital Campaign Fund reports.
- Control and manage the cash and bank accounts of the School participating in all banking relations.
- Manage the risk management program to insure the best pricing and insurance program as well as reduce risk exposure to the School.
- Maintain the Endowment Fund Account investment and reporting.
- Work to create new revenue opportunities consistent with the strategic plan.
- Pursue and analyze alternate sources of financing with the state and federal agencies to provide the lowest cost of money to support programs and activities.
- Annually schedule an independent audit of the School working with a CPA firm to provide analysis of specific financial accounts and implement corrective action regarding the Management Letter.
- Oversee capital projects, existing and new construction, renovations, off campus sites, and develop deferred maintenance schedules.
- Actively participate in professional organizations such as BAHS, AISNE, NBOA and NAIS.
- Represents the School in community activities assigned by the Head of School.
- Other duties as assigned.

As a residential school, Middlesex considers the work of faculty more broadly. When we are at our best, we are engaging with our students both in and out of the classroom. Applicants should be deeply committed to embracing and supporting the diversity of our student body. Faculty members at Middlesex can expect to be responsible for weekly evening and occasional weekend supervisory duties. They will also be responsible for contributing to the life of the school through athletics and extracurricular activities.

PRIMARY DUTIES:

- Attend all faculty meetings, department meetings, and other assigned meetings.
- Attend all school functions (i.e.: chapels, assemblies, school sponsored events, etc.)
- Perform coaching duties as assigned by athletics dept. based on skills, and experience.
- Serve as advisor for up to 6 students each academic year according to School policies.
- Perform evening supervisory duties in dormitory or assigned academic space which includes duties that typically run to 11:00pm.
- Perform Administrator on Duty work on a rotating basis according to School policies which include providing support to the School Wellness Center in cases of medical emergency and supervising campus and/or chaperoning student activities on weekends.
- Serve in other capacities that support the student life program including but not limited to sitting on task forces or committees, serving as liaison to student organizations, assisting with evening programming, etc.

COMPETENCIES:

- In-depth understanding of key financial controls, rules and regulations.
- Familiarity with financial and business systems software.
- Excellent interpersonal and communication skills.
- Strong leadership ability, presentation skills and ability to translate financial terms into understandable terms for managers.
- Strong analytical and mathematical skills to reason, estimate, analyze and recommend.
- Respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of School life.
- Must be able to supervise both exempt and non-exempt staff.

REQUIRED EDUCATION & EXPERIENCE:

- M.B.A., M.Ed., or related advanced degree required.
- Minimum of 7-10 years of leadership experience in financial management required; experience at a not-for-profit organization, higher education and/or independent school preferred.

ABOUT MIDDLESEX SCHOOL:

Mission: Middlesex School helps students find their promise through rigorous intellectual, physical, creative, and ethical education. We value integrity, kindness, inclusivity, excellence, and engagement in service of our community and the wider world.

ABOUT THE HEAD OF SCHOOL, BESSIE SPEARS:

Elizabeth “Bessie” Cromwell Speers officially began her tenure as Middlesex’s seventh head of school on July 1, 2023, bringing more than 30 years of experience in independent schools to the position. Previously, she served for eight years as the head of Tower Hill School in Wilmington, Delaware; her first headship was at The Ethel Walker School in Simsbury, Connecticut, where she served from 2007 to 2015. Bessie’s prior experience also includes serving as assistant head of school, dean of faculty, English teacher, and coach at Episcopal Academy near Philadelphia; director of placement and strategic planning at Calvert School in Baltimore; director of admission and financial aid, teacher, and coach at The Bryn Mawr School in Baltimore; and associate director of admission, coach, and adviser at The Loomis Chaffee School in Connecticut. She began her career working with the National Association of Independent Schools (NAIS).

Bessie has long been familiar with Middlesex through her husband Tom, a Presbyterian minister who graduated from the School in 1976. A graduate of The Bryn Mawr School, Bessie holds a B.A. in English from Middlebury College and an M.L.A. from Johns Hopkins University; she also studied at Middlebury’s Bread Loaf School of English. She received a Klingenstein Fellowship at Columbia University’s Teachers

College in 2014 and has been active with various professional organizations, *including the* Connecticut Association of Independent Schools, The Center for Spiritual and Ethical Education, and The National Coalition of Girls' Schools, as well as The Heads Network and The Heads and Principals Association, both of which she served as president. Bessie served on the board of the Association of Delaware Valley Independent Schools (ADVIS) and is currently a trustee of Middlebury College.

FOR CONSIDERATION:

Middlesex School is committed to bringing together a diverse faculty, staff, and student body. We encourage candidates who represent the broad, diverse community to which we aspire.

Middlesex School is an Equal Opportunity Employer committed to an inclusive school experience for all.

Interested and qualified candidates should submit a formal letter of application, current resume, and a list of three references with contact information to:

Carolyn Stiles
Creative Independents
carolyn@creativeindependents.org

Please do not contact the school directly. Applications will be considered until the position is filled.

For more information regarding Middlesex School, consult the School's web site at www.mxschool.edu.