



Director of Finance and Operations (DFO)

Start Date: Immediate

Application Deadline: Ongoing

To Apply: Send cover letter and resume to Miss Hall's School at hr@misshalls.org

Miss Hall's School Mission:

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

DE&I Statement:

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Position Overview:

The Director of Finance and Operations (DFO) will provide visionary direction for all financial and operational areas of the School, including but not limited to: budget development and reporting, multi-year financial projections, accounts payable and receivable, investments, capital projects, facilities and campus services, culinary services, human resources, and technology. As a member of the School's Leadership Team, the DFO works closely with the Head of School, other senior administrators, and the Board of Trustees to ensure fiscally responsible and mission-aligned decision-making. A strategic, collaborative, and creative leader, the DFO guides the School in developing innovative approaches to institutional sustainability and operational excellence, and in realizing the goal of a flexible and sustainable organization.

The successful candidate will be an outstanding communicator, with demonstrated experience in forging productive working relationships with all School constituents — students, faculty & staff, Trustees, families, alums, and external partners. Together with the Leadership Team, the DFO will help to foster diversity, equity, and inclusion in all areas of school life and will be a passionate advocate for the mission and values of the School. Miss Hall's School is committed to diversifying staff across all departments, and especially at the leadership level.

Candidates should have a minimum of a Bachelor degree, with advanced degree in a related field strongly preferred; 7+ years of financial leadership experience, with experience in an educational or non-profit organization strongly preferred.

Major Duties and Responsibilities:

- In partnership with the Head of School and Leadership Team, make strategic, intentional institutional decisions that align with [MHS mission](#), [core values](#), and [Strategic Design](#)
- As a strategic leader, work cooperatively with senior administrators and Board members to advance the strategic goal of a flexible and sustainable organization



- Prepare the annual budget and monitor performance against financial targets
- Develop and analyze multi-year financial projections on a semi-annual basis
- Oversee the Business Office and, in collaboration with the Controller, implement and monitor effective financial policies, controls, and practices
- Ensure compliance with all federal, state, and local regulations and School policies
- Participate in Board meetings and work closely with Board Finance, Audit, Investment, and Facilities & Compliance committees
- Implement decisions of the Investment Committee; ensure compliance with UPMIFA requirements, and coordinate endowment management efforts
- Oversee the annual financial and 403b plan audits and filings of tax returns
- Maintain relationships with external parties including financial consultants, auditors, investment advisors, bank representatives, etc.
- Supervise 6-8 direct reports in Finance & Operations
- Oversee Human Resources, and in collaboration with the Human Resources Manager, advocate for and implement consistent employment policies, adequate staffing levels, competitive compensation, and appropriate benefits programs for all School employees; collect, analyze, and present benchmarking data on an annual basis
- Oversee Operations, and in collaboration with the Manager of Campus Services, ensure that all facilities, grounds, housekeeping, and campus safety departments effectively support the mission of the School and the positive experience of all campus constituents
- Provide oversight and long-range planning for capital improvement projects and preventative maintenance, ensuring that work is completed on time and within scope
- Work collaboratively with the Advancement Team on appropriate recording and stewardship of gifts and grants, and support long-range campaign planning
- As a member of the Enrollment Committee, ensure the adherence to mission-aligned financial aid policies and assist with decisions related to Personalized Family Tuition
- As a member of the Incident Response Team, contribute to ongoing emergency planning and be ready and responsive in case of emergency
- Serve regularly as Admin-on-Duty
- Mentor and support Finance & Operations team members in their roles and provide ongoing opportunities for professional growth and collaboration
- Promote and model high standards for adult behavior and community responsibility, in keeping with MHS values and the expectations outlined in the Employee Handbook
- Engage positively and communicate effectively with families, donors, and volunteers
- Remain knowledgeable and current about trends in the independent school landscape, taking advantage of professional development opportunities whenever possible
- Maintain an active presence and participate fully in campus life
- Serve two weekend duties and serve as administrator on-call

Required Knowledge, Skills and Abilities

- Bachelor's degree required, advanced degree in finance or relevant field preferred
- 7+ years of financial leadership experience required
- Experience in senior management or governance-level leadership required, with proven success as a member of a collaborative team
- Experience in a school setting and/or non-profit organization desired



- Familiarity with key policies and parameters related to legal, risk management, and school safety management
- Commitment to building a school culture rooted in innovation, equity, and inclusion
- Demonstrated experience leading and working with a diverse population of students, colleagues, families, alumnae, and other stakeholders
- Excellent communication, listening, mediation, and facilitation skills
- Strong interpersonal skills and ability to interact positively and productively with all school departments, as well as students, parents, and vendors
- Ability to problem-solve, think critically, develop creative solutions and implement them
- Strong collaboration skills, with an ability to work with multiple teams to accomplish complementary and simultaneous goals for common purpose
- Strategic thinking, ability to balance day-to-day operations with big picture
- Highly organized and detail-oriented, with the ability to manage time-sensitive projects
- Highest ethical standards, integrity, and judgment and ability to handle confidential and/or sensitive information with utmost discretion
- Awareness of appropriate boundaries and respect for the needs of adolescent girls
- Willingness to participate in all areas of school life to contribute to a joyful community
- Commitment to the Miss Hall's School Mission and Core Values