



## Position Available: Director of Finance and Operations

De Marillac Academy seeks a highly motivated, experienced, organized, and mission-centered **Director of Finance and Operations** to join our team. De Marillac Academy is a successful, dynamic 4<sup>th</sup>-8<sup>th</sup> grade school that provides tuition-free, private Catholic education to children from underserved families in San Francisco. The school, founded in 2001 and co-sponsored by the De La Salle Christian Brothers and the Daughters of Charity, is part of the Nativity Miguel national network of schools that exclusively serves low-income populations. De Marillac serves a diverse student body of 120 students and supports them in achieving their goals through high school and beyond. See [www.demarillac.org](http://www.demarillac.org) for more information.

De Marillac operates under a President/Principal model of leadership. Reporting directly to the President, the Director of Finance and Operations is responsible for facilitating the financial, human resources, and physical plant operations of the school. A wide range of administrative and executive tasks constitute the main functions of the position. The role requires a close working relationship with the administration, faculty and staff, and supporting vendors of De Marillac Academy.

The ideal candidate will have experience in nonprofit finance, operations, human resources, and administration, and be flexible and comfortable with a variety of tasks. This person will have a demonstrated capacity to work closely with school leaders to not only educate them regarding finance and accounting procedures, but also to explore how the finance office can support program operations and growth. This is an extraordinary opportunity for a mature leader to build on the school's successful first ten years, and play a critical role in directing De Marillac's growth in breaking the cycle of poverty through education.

The Director of Finance and Operations is a full-time, year-round, exempt position. Salary will be competitive based upon experience and qualifications. De Marillac provides a comprehensive benefits package including medical, dental, vision, life, and retirement.

De Marillac Academy is an Equal Opportunity Employer, has an institutional commitment to diversity, and encourages applications from people of all backgrounds. People of all faiths are encouraged to apply, but candidates must be comfortable with the Catholic tradition and faith-based education and activities which are central to the school's mission.

**Position Available:** September 2010

**Application Procedures:** Please email a cover letter, resume, and three references by August 30, 2010, to Mike Daniels, President, De Marillac Academy, at [mike\\_daniels@demarillac.org](mailto:mike_daniels@demarillac.org). Position open until filled.



## Director of Finance and Operations

### *Desired Qualifications and Characteristics*

#### **Education and Experience**

- Bachelor's Degree in accounting, finance, or business
- At least 5 years of relevant experience
- Demonstrable commitment to the mission of De Marillac Academy

#### **Technical Competencies**

- Proven ability to manage all financial activities of an organization
- Demonstrated experience in preparing, presenting, and strategically analyzing financial statements
- Analytic and problem-solving skills which allow for strategic data interpretation and organization
- Ability and desire to translate financial concepts to individuals at all levels
- Proven success in managing and maintaining collegial and professional relationships
- Ability to maintain documentation, files, and work papers that are readily accessible and understandable by others
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Quickbooks

#### **Skills and Abilities**

- Flexible with strong time-management skills
- Excellent organizational skills
- Demonstrated ability to initiate and complete multiple tasks on time
- Proven ability to work well within a team and independently
- Utilizes discretion in handling confidential information
- Strong interpersonal, written, and verbal communication skills which promote clear communication to diverse audiences, including, but not limited to: parents, colleagues, donors and vendors
- Ability to work independently, prioritize workflow, and plan ahead to meet critical deadlines while paying exceptionally close attention to detail
- Enthusiastic, resourceful, and possesses a sense of humor
- Strives to live a balanced life committed to the ideals illustrated in a holistic De Marillac education

#### **Physical Demands**

- Requires long hours working at the computer during annual audit and deadline-driven projects
- Ability to lift 30 pounds