



**De La Salle Academy
Position Statement
Director of Finance and Operations
(newly-created position)
Start Date: July 1, 2023
New York, NY**

De La Salle Academy

De La Salle Academy is a middle school (6-8) where working families, immigrants, Black, Latinx, Asian communities, and others at the margins of our society can step boldly on the shoulders of their ancestors and reach for the hope of a better future. Founded in 1984 by Brother Brian Carty, DLSA is proud of its long standing commitment to providing access and opportunity to a world class independent school education regardless of a family's ability to pay tuition.

Building upon its strong mission and core values, DLSA faculty have created a community that provides low and moderate income families a reason to have faith in our schools. Indeed, DLSA is not simply a school, it is, more importantly, a sign of faith. It is the faith that a quality education can be purposefully rigorous and personalized to care and foster the individual gifts and talent of each of our students. It is the faith that children do not need to leave who they are at the door to be a student and instead can participate fully and unapologetically to share all of themselves and their gifts in a loving community.

While our children are always at the center of our mission, it is the caring adults to whom we entrust our children that are the driving force of our mission. To this end, DLSA has created a new position, Director of Finance and Operations, to help ensure that the school can maintain its mission of providing a safe, well-resourced and joyful community to its students, faculty and families. This would be a great opportunity for a mission-driven administrator to sit on a leadership team and shape our operations as we celebrate our 40th anniversary, while also shepherding a new strategic plan.

DLSA Mission

To offer academically talented, economically less advantaged children of diverse backgrounds a life-changing educational experience in grades 6-8, where they are empowered to reach their full potential. With the support of

caring and dedicated teachers, students are introduced to an innovative yet challenging academic curriculum, strong core values, character development, and they learn to foster a sense of community. Upon graduation, our youngsters are well-equipped to become the leaders of tomorrow. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

DLSA at a Glance

De La Salle Academy is the only private, independent day school in New York City for academically talented, economically less advantaged children in grades six through eight. We are a diverse community of 151 students commuting from neighborhoods all over the Metropolitan area, including 37% from Queens, 30% from the Bronx, and 13% from Brooklyn. Upon graduation, our students are well-equipped to become the leaders of tomorrow. We have transformed the lives of more than 1,800 academically talented alums and have built the foundation for a lifetime of continuous learning.

Who do we serve:

Total school enrollment	151
Percentages of DLSA students:	
First-generation Americans:	91%
African American, Hispanic/Latinx, or Asian American:	95%
Receive financial aid to attend DLSA:	98%

DLSA students come from families that are:	
DLSA students qualify as low income:	53%

DLSA Alums (based on last five years matriculation):

Graduate high school:	100%
Attend college:	98%
Graduate from college in four years:	93%

Student/faculty ratio:	9:1
Total number of ft faculty:	12
Total number of faculty/staff:	27

Position Overview

A newly-created position, reporting to the Head of School, and serving as a member of the School's Leadership Team, the Director of Finance and Operations will be responsible for managing and overseeing the School's finances and operations with a high degree of efficiency, effectiveness, integrity, and compliance with all applicable laws and regulations.

This position will supervise the Business Coordinator and Facilities Manager and oversee the Academy's technology, food service, and maintenance programs.

Primary Responsibilities

- Develop and maintain a highly collaborative working relationship with the Head of School and the Board of Trustees in pursuit of TRANSFORM: De La Salle Academy's Three-year Strategic Plan.
- Oversee development and administration of the operating budget and long-term financial plan and report thereon to the Head of School, the Board of Trustees; the auditors; federal, state, and local authorities; and administrative offices.
- Assume administrative responsibility for the School's endowment, providing appropriate information on invested funds and implementing decisions of the Board's Finance and Investment committee; coordinates with investment consultants, investment managers, and custodian(s) implementing effective investment allocations, performance, and reporting.
- Serve as staff liaison for and collaborate with the Board's Finance and Investment, Audit, Facilities, and Personnel & Compensation Committees. Attends all meetings of those committees, meetings of the Board of Trustees and its Executive Committee, and meetings of other Board committees when financial matters are being considered.

- Collaborate with legal and insurance advisors regarding all Risk Management matters.
- Implement a comprehensive Human Resources program.

Specific Responsibilities

- **Financial Management: Budgeting, Reporting & Audits**
 - Develop, implement, and monitor operating and capital budgets.
 - Prepare regular financial forecasts to project fiscal year operating results.
 - Hold primary responsibility for the outcome of the annual financial statements of the Academy as well as the annual submission of the Form 990.
 - Work with the Finance and Investment Committee in overseeing and monitoring financial investments (endowment funds and invested operating funds).
 - Administer grants from regional, state, and local grantor agencies and ensure compliance with grant requirements.
 - Approve all agreements concerning financial obligations, such as contracts for products or services and other actions requiring a commitment of financial resources and appropriate risk management.
 - Ensure effective financial policies, procedures, and operations in accordance with GAAP.
- **Planning**
 - Support the implementation of TRANSFORM in collaboration with the Head of School, Senior Leadership, and Board.
 - Direct long-range budget planning and analysis for the School with the Head of School, Senior Leadership, and Board.
- **Operations**
 - Implement a comprehensive Human Resources program including, but not limited to, salary and benefits administration, hiring and employment policies and

procedures, and compliance with federal, state, and local laws and regulations.

- Oversee and manage, in collaboration with the Head of School and the Director of Admissions, the Academy's Financial Aid Program and processes
- Serve as the School's primary risk assessment officer.
- Oversee all matters associated with the management and maintenance of the Academy's facilities, property, and equipment.

- **Relationships Management**

- Keep the Head of School apprised of all business and financial matters.
- Work collaboratively with the leadership team to support the successful operation of the School.
- Organize and coordinate agendas and meeting material for the Finance and Investment, Audit, Facilities, and Personnel & Compensation Committees.
- Serve as the primary liaison in banking relationships and with the School's investment managers.

- **Minimum Qualifications:**

- Demonstrated background in finance, budgeting, investing, and cash management required.
- Knowledge and experience in setting up and monitoring effective financial and risk management controls, and proven financial analysis, modeling, and forecasting skills.
- The ability to serve as a critical business thinker, capable of providing positive and proactive solutions to business issues.
- Effective negotiation skills in developing contracts with external vendors.
- Creativity, analytical skills, project development and management skills.
- Excellent oral and written communication.
- Ability to motivate and manage staff and hire new talent.

- An effective financial and business manager, capable of earning the respect and trust of the Head of School, faculty, administration, staff, students and the Board of Trustees.
 - Technology skills in GSuite, Excel, Word. Experience with Quickbooks or similar accounting software is a plus.
 - The ability to work effectively with all levels of a racially, economically, and culturally diverse independent school, ultimately serving as a role model to promote a positive and productive climate.
 - Commitment to engaging with diversity, equity, inclusion and justice work.
 - Bachelor's degree required; M.B.A. and/or a master's degree in a related field strongly preferred; CPA professional accreditation a plus.
 - A minimum of 5 years full-time of financial leadership in schools or non-for-profit organizations. A minimum of 2-3 years of management level experience; supervision of staff and direct reports.
- **Salary Range and Benefits:**
 - A salary range of \$125,000-\$140,000, based on experience.
 - Medical, dental and vision benefits.
 - School contribution to 410B Plan (after 2 years of service).
 - Generous paid time off and family leave.

To Apply

Applicants should forward materials (resume and cover letter) to employment@dlsanyc.org. Subject line should include the candidate's name and the position of interest. All materials should be addressed to Dr. Angel Gonzalez, Head of School.

De La Salle Academy is an equal opportunity employer.