

The
Field
S C H O O L

Washington, D.C.

Chief Operating and Financial Officer

The School

The Field School, located on a 10.5 acre campus in Washington, D.C.'s Foxhall neighborhood, is a co-educational, independent day school enrolling approximately 380 students in grades 6-12. Since its founding and humble beginnings almost 50 years ago, Field has been a school that welcomes students from a variety of backgrounds and focuses on the unique needs and learning styles of each child. Classes are small and taught by committed faculty who understand and teach adolescents in a way that takes a wide range of aptitudes and strengths into account. The result is a warm and caring community in which students grow, mature, and build on their individual differences as they engage in self-discovery and move along the path to becoming well-rounded, confident, and purposeful young adults.



The Field School was founded in 1972 with only 44 students in a small set of rooms above a dry-cleaning business on the corner of Connecticut Avenue and R Street in downtown Washington. As the institution grew and doubled in size, it became apparent that additional space was required, and in 1974 the school relocated to a new and larger home just a short distance away. Continued expansion resulted in the acquisition of a second brownstone home across from the first one and enrollment eventually reached 220 students.

Accreditation by the Middle States Association of Schools and Colleges in 1993 only enhanced the institution's reputation and the resulting publicity gave the school additional credibility and a corresponding rise in enrollment. Field eventually outgrew its two campuses and a capital campaign provided funding to build a new home for the school. In 2002 the doors opened on the Foxhall property, housing a gymnasium, playing field, science labs, and studio spaces. A subsequent campaign after the school's celebration of its 40th year allowed for the addition of a 6th grade level to the Middle School and also supported the enhancement of the organization's physical plant to include a music and recording studio, a strength and movement room, and a new science lab. Today, in keeping with its storied tradition, The Field School is guided by its motto, mission statement, and core values:

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MOTTO

Aude Sapere, or “Dare to be Wise”

MISSION STATEMENT

Self-Discovery, Skills of Mind, Generosity of Heart

The school’s core values underlie and animate the Field ethos, articulate the confluence of its philosophical beliefs and institutional aspirations, and inform the culture and daily life of the school:

Core Values

Field is a community of individuals who have diverse backgrounds, strengths, and challenges.

Field is grounded in the dignity of each person.

Field focuses on each student—classes are small, and every student is heard and known.

Field honors its teachers and staff.

Field teachers are invested in the success of each student; they are adaptive and innovative.

Field teaches skills of mind—analytic thinking, articulate expression, and imaginative solutions.

Field engages each student and challenges them to take risks, to listen, and to advocate for themselves and for others.

Field is about self-discovery. Field students come to see themselves as independent thinkers, altruists, athletes, and artists.

Field creates space for inquiry, imagination, insight, and reflection. Field is committed to fairness, inclusivity, and justice.

Field prepares and calls on its students to live inquiring and purposeful lives that will engage and transform the world.

Joy, love, care, respect, compassion, wisdom, and generosity to all animate a Field education.

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The Opportunity

As it nears its 50th anniversary, The Field School has experienced significant expansion both in size and complexity over the years. An attendant need for increasingly efficient systems and processes has been a natural result of this growth and has prompted several changes in the school's organizational structure. Key among them is the need for a Chief Operating and Financial Officer who will bring sophisticated financial management and strategic leadership to the organization. In partnership with the Head of School and the Board, this new executive will play a critical role in providing financial stability and improved operating efficiencies, and generally ensuring that The Field School continues to grow and thrive.

Responsibilities

FIELD AT A GLANCE

Location: Washington, D.C.

Founded: 1972

Enrollment: 360

Grades: 6-12

Head of School: Lori Strauss, appointed in 2020

Board of Trustees: 18 members, including Lori Strauss, *Ex Officio*

Total Faculty and Staff: 102

Budget: \$20,167,000

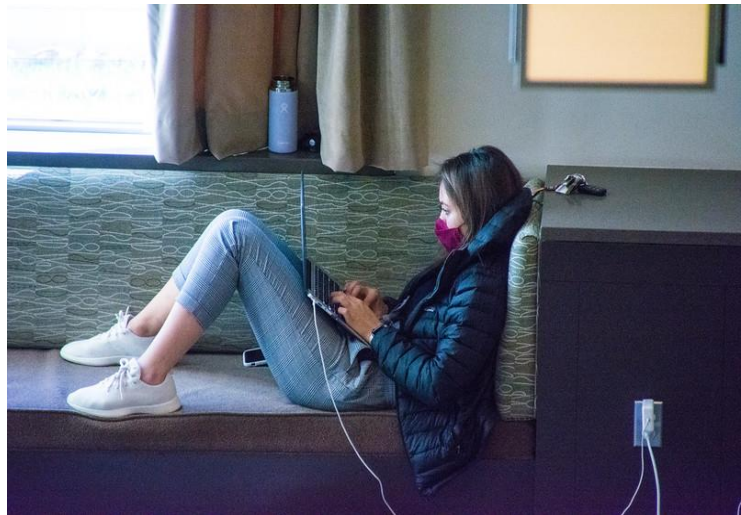
Annual Giving: \$1,044,052

Debt: \$26,517,836

Tuition: \$51,120

Financial Aid: \$2,475,829 awarded to 20% of student body

Reporting to the Head of School and working closely with the Treasurer of the Board, the Finance Committee Chair, and the Buildings & Grounds Committee Chair, the Chief Operating and Financial Officer will be accountable for the financial and operational health of The Field School. He or she will oversee all business aspects of the school and, as a member of the Senior Leadership Team, will participate in strategic planning and high-level decision-making. The Chief Operating and Financial Officer directly supervises the Business and Finance Director, the Human Resources Business Partner, and the Facilities Manager, who in turn oversee three additional staff member. Specific duties will include the following:



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- Providing counsel and support to the Head of School, Board of Trustees, and other senior staff members on all matters pertaining to finance and operations.
- Developing financial models and projections for strategic planning and budgeting that balance the school's current reality with its aspirations for the future.
- Directing the activities of the Business Office and refining appropriate policies and procedures to optimize cost-effective performance and achieve maximum operating efficiencies.
- Preparing and presenting accurate, timely, clear and concise financial reports on both monthly and annual bases for the Head of School and the Board of Trustees.
- Handling fiscal reporting activities for the school and managing legal and regulatory compliance regarding all financial functions.
- Managing risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the school's liability.
- Representing the school in its relationships with financial institutions, legal counsel, and public officials as necessary.
- Overseeing facilities, capital improvements, and construction projects.
- Making certain that technology is integrated into the Business Office and the school's operations to optimize effectiveness, and collaborating with other administrators to maximize the productive use of technological tools across departments.
- Managing employee benefits, payroll preparation and distribution, and student billing.
- Overseeing debt and short term cash management consistent with the school's strategic investment of operating income, reserve funds, and endowment.
- Working with outside auditors in conducting the annual audit and implementing recommended improvements to procedures and controls.
- Mentoring, supporting, retaining, and, as necessary, hiring knowledgeable, committed, and hardworking staff members.

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Candidate Qualities

Leadership

A strategic thinker who sees the “big picture,” anticipates and envisions future needs, and is able to articulate a well-conceived plan to achieve goals.

An executive whose experience, technical expertise, and force of intellect engender the confidence of a wide range of internal and external constituents.

An individual who is adept at forging relationships throughout the school and building upon them to exercise leadership among the board, administrators, faculty, staff, and parents.

A confident and experienced manager who directs the efforts of others through open communication and collaboration.

A person whose management style is characterized by tenacity, flexibility, empathy, a willingness to think creatively, and leading by example.

Experience

A minimum of 10 years of experience in a financial and business leadership position, preferably in an independent school, small college, cultural institution, or other not-for-profit organization.

Ideally, a career that includes expertise in financial planning and analysis, accounting and financial reporting, audit and tax returns, information technology, facilities management and construction, human resources, and risk management.

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A successful track record of establishing, refining, and maintaining financial policies, procedures, and controls that positively impact the long-term financial health and stability of an institution.

Background working with multiple constituencies such as parents, faculty, staff, and board members.

A history of effectively motivating and managing staff toward the achievement of common goals.

Skills and Knowledge

A broad and deep knowledge of financial management and skill in implementing associated administrative processes, budgeting procedure, and accounting systems.

Proven competency in financial modeling and developing forecasts in the context of long-range strategic planning.

The ability to analyze an established operation and perceive areas of strength and need, followed by the creation or modification of existing systems and procedures in an effort to maximize efficiencies.

Strong verbal and written communication skills that allow one to educate others about the importance of sound financial management, to explain complicated fiscal matters to non-financial constituencies, and to address inquiries in a timely and cooperative manner.

An understanding of the importance of collaboration, information-sharing, and ongoing communication between various departments in a complex institution.

Ideally, familiarity with physical plant management, including financing, construction, renovations, maintenance, and daily operations.

A solid grounding in information technology, particularly as it relates to the efficient operation of the business office and its attendant administrative systems and procedures.

Personal Attributes

A person of honesty and integrity who deals with others in a straightforward manner while exercising diplomacy, patience, and tact.

A fair, open-minded executive who invites input and considers all sides of an issue while also displaying the confidence to make difficult decisions as needed.

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An accessible and approachable person who demonstrates sincerity, caring, and sensitivity in his or her interactions with others.

One who is self-directed and well organized, with the flexibility and practicality to respond effectively to unexpected situations.

A culturally competent individual who values diversity and respects people of varying backgrounds.

An innovative thinker who is willing to explore new ideas and to embrace appropriate prudent risk.



Other Considerations

Compensation: Commensurate with experience and competitive with comparable schools in the region.

Travel: Minimal

Education: Bachelor's degree required; advanced degree a plus.

Location: Washington, D.C.

Website: www.fieldschool.org

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Candidates May Now Be: A senior financial administrator with an independent school, college, or university.

A financial executive with a not-for-profit organization whose skills and experience can be readily transferred to the independent school world.

A financial executive in the for-profit sector who seeks a career change and has some experience with not-for-profit organizations, perhaps as a trustee or volunteer.

For more information, contact:

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