



Landon School
Chief Financial Officer/Chief Operating Officer
Bethesda, MD
For July 2021

Landon School (www.landon.net) is an independent school for boys in grades 3–12, located on a 75 acre campus in Bethesda, Maryland. Founded in 1929, Landon's seeks to challenge and prepare boys to become responsible and caring men whose actions are guided by the principles of perseverance, teamwork, honor, and fair play.

Landon is a diverse community committed to creating an environment where boys are encouraged to strive, reach, and endeavor towards becoming their best selves. This is done through its teacher-coach-mentor model of instruction, caring and dedicated faculty, a robust co-curricular program, and a culture that values diversity, equity, and inclusion.

Landon seeks an accomplished professional to serve as CFO/COO beginning July 2021. Under the leadership of Head of School Jim Neill, Landon is a strong, forward-thinking school that continues to innovate and grow. These efforts are captured in a comprehensive strategic plan adopted in 2018 (available for review on the website). The plan includes investments in renovation and renewal of campus facilities – including a comprehensive campus master plan, which is now in the zoning approval process with the County—which will provide engaging opportunities for key involvement by the CFO/COO.

Responsibilities

Reporting to the Head of School, serving on the senior administrator team, and working closely with the Board of Trustees, the CFO/COO is responsible for financial oversight and management, overseeing all day-to-day operations of the business office, campus operations, and the logistical functioning of the school. The CFO manages and supports five additional members of the business office and oversees the teams that manage day-to-day support operations of the school, including maintenance, grounds, security, transportation, and logistics, as well as lunch service and related items.

The CFO/COO plays a key role in the development and execution of financial strategy to support the school's mission, vision and financial sustainability. Essential CFO responsibilities include:

- Long range strategic and financial planning including acumen with fiscal modeling and data analysis
- Preparing the annual operating budget and regular financial statements
- Annually updating the school's ten-year financial model
- Regularly updating the school's leadership regarding the school's financial position, including identification of emerging issues
- Developing and managing efficient and effective financial systems, reporting, and procedures, including establishing proper accounting protocols for the upcoming capital campaign
- Proactively exploring efficiencies and redeployment of resources to improve the school's financial position and ensure it remains mission-centered
- Communicating effectively and collaboratively with school constituents, establishing and supporting a positive customer service orientation in all business office functions.

The Chief Operating Officer half of this position will be particularly highlighted as Landon moves forward in realizing the goals of the campus master plan, which includes a significant building project and multiple

renovations throughout campus. Working closely with the Board's Buildings and Grounds Committee, the Director of Buildings and Grounds (who reports to the CFO/COO), and others who will be involved in project management, the COO will serve as a key point person in supporting and leading as appropriate—including managing vendor contracts, and ensuring clear communication regarding schedules and safety with the on-campus community.

Skills, Qualifications, and Attributes

The ideal candidate will be a successful independent school CFO/COO with demonstrated success in financial leadership and school operations (an MBA and/or CPA highly preferred). Experience with and enthusiasm for supporting campus building projects and a capital campaign are strong pluses. The individual who will thrive in this role is someone who is excited about the opportunity to work with a highly energized, forward thinking leadership team to realize an ambitious, transformative campus plan.

Landon's next CFO/COO will possess highly attuned management skills and the personal skills to work positively and collaboratively with a wide range of individuals. With an endowment of approximately \$20M, the school's yearly operating budget is approximately \$28.6M, \$4.6M of which is awarded in need based financial assistance each year. The school has a healthy and improving enrollment and net revenue picture and carries about \$6.5M in well-managed debt. The school has consistently met its annual fund goals, in 2019-2020 at \$1.7M.

The next CFO/COO will be a detail-oriented, proactive, strategic, financial professional with strong organizational and interpersonal skills who will enthusiastically embrace the school's mission and culture and continue to build on a climate of trust and responsiveness. In addition, the successful candidate will possess:

- The abilities to think analytically and creatively and to serve as a strategic partner with the Head of School and other school leaders
- Integrity, credibility, enthusiasm, passion, a sense of humor and a strong work ethic
- Excellent communication and interpersonal skills and the interest and ability to work collaboratively with others in a team setting
- Very strong Excel and technology skills
- An aptitude for and comfort with technology and implementing and enhancing systems, along with a commitment to positive change management and systems thinking
- Good judgment and ability to read situations and seek out optimal solutions

This is a great opportunity for a highly capable financial and operational strategist who has finely tuned relational skills and is excited about working for a strong independent school.

Landon School offers a competitive salary and a comprehensive benefits package including: health, dental and vision insurance, an attractive 403(b) retirement plan, professional development opportunities, and much more.

For Consideration

All inquiries will be treated confidentially. Please send a resume and letter of interest to:

Jane Armstrong, Managing Partner, **Independent Thinking**
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617-332-3131 (p)

Landon is an equal opportunity employer. The School is committed to equal employment opportunities in all employment practices and decisions including but not limited to: recruitment, hiring, promotion, training, compensation, and disciplinary action. Landon does not discriminate on the basis of race, color, religion or creed, financial status, pregnancy, childbirth, a medical condition relating from pregnancy or childbirth, national origin, ancestry, age, sex, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other characteristic protected under applicable federal, state or local law (collectively, the "Protected Categories").

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