



DIRECTOR OF FINANCE & OPERATIONS

DETAILS

- Business office oversight
- Boarding school setting
- Grades 9 to 12
- Full-time/year-round
- Project management
- HR - 30+ faculty & staff
- Position start by March 2023

Midland School, a distinctive, co-educational boarding school for grades 9-12, is seeking a highly motivated and organized Director of Finance and Operations. Founded in 1932, Midland offers a rigorous college preparatory program merging academics, work, and play on our 2,860-acre campus in Santa Barbara County, California. Through study and work, intentional engagement with both new and old technology, and a deep commitment to experiential and place-based education, Midland prepares students for college and beyond. One-third of our students identify as students of color, over half receive generous financial aid to attend, and the depth of the Midland experience facilitates both top-tier college admissions and future success. Our scale empowers students with authentic leadership opportunities, provides highly personalized learning, and inspires the pursuit of intellectual passions.

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee all business office functions including budgeting, payroll, AP, AR, annual audit
- Assist Head of School and Board of Trustees in capital planning and strategic human resources planning
- Serve as Project Manager for new construction and renovation projects, including our current campus renewal plan
- Ensure school buildings, grounds, faculty housing, and school vehicles are maintained
- Oversee and support on-site food service, which works in conjunction with our 10-acre organic farm
- Advise the Head of School and Board of Trustees on risk management, insurance, and compliance
- Act as Human Resources manager including recruitment, onboarding, benefits enrollment and part-time staffing
- Participate in Midland events, such as our Thanksgiving community gathering and annual graduation ceremony

MINIMUM QUALIFICATIONS

- BA or higher
- Experience with finance and accounting
- 3+ years of supervisorial management experience
- Computer, spreadsheet, and accounting software skills
- Outstanding verbal and written communication skills
- Project management experience
- Ability to work independently and on a team
- Highly motivated, organized, and hardworking
- Ability to pass criminal background and driving tests
- Health clearance for TB screening & vaccinations



DESIRED QUALIFICATIONS OR EXPERIENCE

- MBA, CPA or related degree/certification
- School or non-profit business management
- Management and leadership in finance/business
- Oversight of annual audit process
- QuickBooks & Excel software and use
- Construction project management
- Sense of humor and friendly demeanor
- Other diverse skills and interests to share with our community

WHO ARE WE LOOKING FOR?

We are looking for a candidate who is excited to work in a mission-focused environment alongside adolescents and their families. Experience in a boarding or residential environment would be a plus, but the most important factor beyond a professional skill set is enthusiasm to be part of the Midland community. The Midland campus is home to many outdoor enthusiasts, passionate educators, and those who value connection to environment. Students are an integral part of Midland's operations, with every student taking part in our Jobs Program and performing critical tasks to help the campus run. The school is on a journey to explore and promote diversity, equity, inclusion, and justice initiatives within its curriculum, programs, and practices. Our ideal candidate is passionate about Midland's mission and values and can lean into the school's longstanding philosophy of "needs not wants" in order to promote sustainable practice.

BENEFITS

- Competitive salary (DOE)
- Exempt administrative full-time, year round position
- Health insurance
- Retirement benefits with match
- Tuition remission
- 4+ weeks paid vacation
- TBD/Optional: Housing on Campus



WORK AT MIDLAND

Timeline

We will begin review of applications in late November 2022 and will continue reviewing applications until the position is filled. Finalists will be invited to visit Midland for an on-site interview and to meet our community.

Start Date

As soon as possible and no later than early March 2023

Application Materials

Applicants should first carefully review the minimum qualifications and the [Midland School website](#) to learn more about our school. If interested, submit the following as a single PDF file titled "lastname_firstname_Mid_DFO_2022-23" to Karrie Glines, Assistant to the Head of School at kglines@midland-school.org

- Cover letter that addresses the alignment of your experience and interests with the qualifications outlined above and Midland School's mission
- Current resume
- [Midland Employment Application form](#)
- List of 3-5 references

Midland School is an equal opportunity employer and actively seeks diversity among our employees.

Contact: kglines@midland-school.org