



Empowering girls to discover their distinct potential as learners and leaders.

Chief Financial Officer

Columbus School for Girls (CSG) invites nominations and applications for the position of Chief Financial Officer, effective July 1, 2023.

ABOUT COLUMBUS SCHOOL FOR GIRLS

Founded in 1898, CSG is an independent day school serving a diverse student body in grades pre-K through grade 12. As a leader in the education of girls and young women, its vibrant community comprises more than 500 students and 116 faculty and staff. With students from 51 zip codes, CSG students represent a variety of socio-economic backgrounds and religions, and approximately 38 percent of the student body are students of color. CSG empowers girls to discover their distinct potential as learners and leaders and offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

Columbus School for Girls serves students and the broader community by adhering to the following core values:

- We make decisions by putting our girls and the school first
- We love teaching and learning
- We trust one another and assume the best in others
- We deliver excellence and high-quality work
- We are individual in mind and community at heart
- We operate with a growth mindset

For over 120 years, CSG students have been thinking critically, expressing and defending their opinions, and digging deeply to pursue knowledge. Students develop the tools they need to excel in the classroom and beyond. At CSG, a culture of opportunity means that each student has plenty of chances to explore her interests and find her own unique academic path. Expert, passionate teachers challenge each girl to achieve her very best in a positive peer culture of highly motivated learners.

SCHOOL LEADERSHIP

Camille Seals, Head of School

Camille Seals is the 14th Head of School at Columbus School for Girls. Committed to serving girls' schools and to the holistic development of girls, Mrs. Seals previously served as Assistant Head of School at the Agnes Irwin School, an all-girls preparatory school in Rosemont, Pennsylvania. While there, she oversaw PreK-12 academics and led the school's diversity, equity, inclusion, and belonging initiatives as well as the Center for the Advancement of Girls, the Innovation Team, Technology, and Robotics. Mrs. Seals previously held leadership positions at Hathaway Brown, her alma mater, serving as the Director of the Aspire Program and Director of the Center for Multicultural Affairs. She earned her B.A. in English from Spelman College and M.A. from Tufts University.

The Columbus School for Girls is supported by a [Board of Trustees](#) made up of interested and engaged alumnae and parents.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

CSG celebrates diversity and is committed to becoming a more equitable and inclusive community where all members feel safe, connected, and respected.

CSG defines diversity broadly, considering each member's race, religion, ethnicity, sexual orientation, gender identity and expression, socio-economic status, family structure, and physical ability as crucial components of that diversity. Their moral responsibility is to create an anti-racist environment that confronts all forms of bias. This work is core to an excellent education.

It is nurtured by:

- culturally relevant teaching and curriculum;
- programming and learning opportunities for all community members;
- attracting and retaining a diverse faculty, staff, and student body; and,
- practices and procedures that hold all of us accountable.

CSG aims to ensure that every member of the community experiences a deep sense of belonging at CSG. This work is not just for some people; it is for all members of the CSG community.

CSG's DEIB work is nurtured, supported, and furthered by an active and engaged DEIB Committee and Board of Trustees DEIB Committee.

CAMPUS AND LOCATION

Columbus School for Girls sits on an eight-acre campus in the heart of Bexley, Ohio, a vibrant suburb of Columbus. Since its inception, the school has grown to accommodate the changing needs of its students. Its most recent landmark campaign resulted in the establishment of the state-of-the-art Athletics Complex, featuring an eight-lane pool, yoga room, lobby, and fitness center, and the 390-seat Agnes Jeffrey Shedd Theater. The main campus also features Columbia House, a distinct space for the youngest members of the CSG family, the Program for Young Children, two libraries, a large dining hall, state-of-the-art classrooms, a media production studio, two full-sized gymnasiums, and the Unicorn Theater.

CSG also has two other campuses. Kirk Campus houses an intensive varsity and intramural athletics program on a 55-acre athletic facility that includes the Kieckhefer Tennis Courts, Yassenoff Field, Alumnae Field, Zimmerman Track, Woodhall Nature Trail, Krumm Field and Upper Practice Field, and Kirk House. Cynthia's Woods, created from a generous donation by Joe Jeffrey, in honor of his first wife, Cynthia '54., is a 100-acre wooded space for learning and adventure, that continues to be used by the different divisions of CSG. The woods are located just 20 minutes from the main campus.

Bexley has a population of more than 14,000 residents, with over 4,000 households in the city. It is geographically compact, located within a 2.5 square mile footprint bounded by Alum Creek to the west, Gould Road to the east, Delmar Drive to the north, and Livingston Avenue to the south. Bexley is known for its historic and close-knit neighborhoods and its classic and walkable Main Street environment. Additionally, Columbus, Ohio's capital city, rated #1 Opportunity City by *Forbes*, offers an energetic community a robust arts and culture scene, numerous festivities and events, museums, restaurants, and countless options for outdoor activities both in and outside the city.

FINANCIAL SNAPSHOT

Operating Budget:	\$14,484,000
Tuition:	\$12,150-\$30,095
Need-based Financial Aid Awarded:	\$2,350,000
Students Receiving Financial Aid:	38%
Total Endowment:	\$21,200,000
Annual Fund and Other Operating Gifts:	\$1,500,000

ABOUT THE ROLE

Reporting to the Head of School, the Chief Financial Officer (CFO) will serve on the senior leadership team. The CFO is responsible for the planning, control, accounting and reporting of income, expenses, contributed and invested funds of the school. The CFO manages all activities designated as Business Office responsibilities including physical plant and grounds; risk management and insurance; transportation; compensation and benefits budgets; technology; food service; facilities leasing; and city, state, and federal government compliance. The CFO attends all Board of Trustee meetings and is the primary staff member responsible on the Finance, Investment and Facilities committees of the Board.

As a thought partner to the Head of School, the CFO will work creatively to further align the School's financial and institutional priorities with its mission and values. They will work strategically to reimagine the enrollment landscape and support the development and implementation of the next stage in the School's growth.

Key Responsibilities

- Maintaining a highly collaborative working relationship with the Head of School to ensure cohesive messaging of the head's institutional strategic goals and objectives, including alternatives, and their financial implications for consideration by board committees and other constituencies;
- Informing the Head of School and Board as to the financial health of the school; and,
- Overseeing the development and administration of, and reporting on the operating budget to the Board of Trustees, auditors, federal, state, and local authorities, donors, and various administrative offices at CSG.

The CFO oversees:

Finance and Accounting

- Build and/or maintain the School's short- and long-term strategic financial models;
- Prepare financial statements, annual audit, and Form 990;
- Prepare annual budget proposal for Finance Committee and Board review and approval;
- Develop recommendations to the Finance Committee and Board on annual tuition increases as well as salary pool increases in consultation with the Head of School;
- Prepare and review financial and budget statements, investment, and capital project reports; make presentations to the Board and committees as appropriate;
- Supervise Business Office activities involving accounts payable, accounts receivable, cash, general ledger, purchasing, tuition billing and collection, and other accounting systems;
- Maintain banking relationships including all bank accounts, operating line of credit, and all loans and indebtedness; and,
- Prepare and present to the Finance Committee of the Board.

Investment Management

- Oversee the administration of the School's endowment;
- Manage the School's relationship with the Investment Advisor;
- Manage and execute the investment decisions of the Investment Committee; and,
- Coordinate with the Investment Advisor the agenda and materials for each Investment Committee meeting.

Human Resources

- Oversee the Human Resources Generalist;
- Ensure that the school is in compliance with all federal, state, and local employment regulations and filing requirements;
- Conduct annual evaluation of all employee benefits including medical, dental, vision, and other insurances;
- Review and revise employee handbook and communicate changes to employees;
- Collaborate with senior leaders to manage interview, hiring, and onboarding processes; and,
- Manage workers' compensation and unemployment insurance.

Risk Management

- Manage the school's insurance program which includes property/casualty, directors and officers, employment practices, and cyber coverage;
- Manage all claims and litigation; and,
- Collaborate with school leaders to understand and mitigate risk as appropriate.

Information Technology

- Supervise the relationship with outsourced technology service provider, including managing the onsite EdTech Leader;
- Responsible for the annual technology budget, including proper rotation of all student and faculty devices, servers, network access points, projectors, and cameras; and,
- Along with the EdTech Director, manage cyber security including proper procedures and employee education.

Facilities, Maintenance, Transportation, and Security

- Manage the Operations and Facilities Director;
- Oversee the maintenance of buildings, grounds, and equipment to ensure that the School's facilities are functioning properly, operational, and safe; and,
- Oversee the establishment of policies and protocols in relation to building safety and security.

Food Service

- Supervise the relationship with the outsourced food service provider, including managing the onsite Director of Food Service; and,
- Oversee the annual food service budget.

Admission and Tuition Assistance

- Collaborate with the Director of Enrollment Management on the School's strategic enrollment plan with a particular focus net tuition revenue;
- Partner with the Director of Enrollment Management to approve the tuition assistance budget; and,
- Review and recommend tuition assistance awards.

Qualifications

- Bachelor's degree required, MBA and/or a master's degree in a related field strongly preferred;
- Eight to ten years of financial and business leadership in a nonprofit or for-profit organization;
- CPA professional accreditation is a plus but is not required;
- The ability to serve as a critical business thinker, capable of providing positive and proactive solutions to business issues;
- Demonstrated commitment to Diversity, Equity, Inclusion (DEI);
- Experience in human resource management, employee benefits, and payroll procedures;
- Knowledge of business and not-for-profit accounting policies, procedures, practices, and software programs;
- Experience working on a Senior Leadership Team and with Boards;
- Proven track record of developing and executing cross-functional organization operational plans;
- Knowledge and experience in setting up effective financial controls and proven financial modeling and forecasting skills;
- Experience in an independent secondary school, college, or university setting is preferred though individuals with strong financial and leadership skills in a related field are encouraged to explore this high visibility opportunity;
- Ability to manage a wide variety of issues, situations, and people;
- Excellent communication and presentation skills – both verbal and written;
- Ability to serve as a strategic business and thought partner;
- Ability to interact positively with administration, faculty, staff, students, families, and the Board; and,
- Commitment to fulfilling the mission of Columbus School for Girls, and appreciation of all-girls education.

The Salary range for this position is \$160,000-\$170,000.

For best consideration, please send all nominations and applications by January 17, 2023 to:
CSGCFO@storbecksearch.com.



Staci Williams Seeley, Managing Director
Erin Meissner, Senior Associate
CSGCFO@storbecksearch.com

For more information, please visit Columbus School for Girls online at www.columbusschoolforgirls.org.

Columbus School for Girls celebrates the diversity of our school and local communities including race, color, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing the diversity of the world in our educational program, admissions, financial aid program, staff hiring, and other school-administered programs.