

DE LA SALLE



ACADEMY

Position Available – Director of Operations & Advancement

De La Salle Academy is a middle school for boys of academic promise from low-income families in the Greater Concord area. The school is grounded in the belief that a well-ordered and rigorous education is a key to breaking the cycle of poverty. Such an education can prepare students to live meaningful and productive lives and to recognize and fulfill their obligation to contribute to the well-being of the larger community. By focusing on students during their formative years, De La Salle Academy helps middle-school aged boys to lay a foundation upon which to build future success.

De La Salle Academy was founded in 2014 and is continually evolving to meet the needs of its students, families and graduates. Originally established as a division of De La Salle High School, De La Salle Academy currently operates as an independent, Lasallian Catholic school. It serves 67 boys in 5th - 8th grades. Promoting life-long learning and service. De La Salle Academy also supports its 42 high school graduates. Through an extended school year and extended school day, the faculty and staff partner with students, their families and each other to provide quality and accessible educational opportunities for the students.

The school seeks a candidate who can support the sustainability of the school's Lasallian Catholic educational mission while promoting its core values of faith, integrity and scholarship.

The De La Salle Academy Director of Operations & Advancement has the primary responsibility for achieving the mission of De La Salle Academy through managing the financial, operational, and fund development activities of the school. This is a year-round leadership role that reports to the Principal/CEO. The key responsibilities of this DLSA leader include, but are not limited to, the following:

Key Job Responsibilities

- Provides leadership in developing financial components of school strategic and business plans;
- Coordinates long-term management of human resources, benefits administration and general expenditures from a financial and cost-control perspective;
- Works closely with Principal/CEO on grant budgets, tracking of expenditures and reporting;
- Prepares accurate monthly financial and operational reports for multiple constituencies, including standard financial statements, budget reports, cash-flow projections and dashboard summaries for the Principal/CEO, Board of Trustees and Institutional Leadership Team;
- Identifies and implements systems to optimize the efficiency of accounting and payroll activities;
- Manages logistics related to building condition and operations with respect to needed repairs and maintenance;
- Coordinates with Principal/CEO on the creation of published materials regarding the school;
- Actively attends and participates in staff meetings, mission formation and professional development days.

Key Candidate Qualities

- Maintains open, supportive relationships with students, families and staff;
- Continually develops a professional and service-oriented approach to serving the school community;
- Maintains a high level of personal and professional integrity with a strong work ethic and the ability to work both independently and collaboratively;
- Collaborates and communicates with clarity and transparency with colleagues and community partners;
- Believes in the work of Lasallian Catholic education and engages in the staff's efforts to develop the whole person through activities that help students grow in mind, body, soul, and spirit;
- Possesses the skills to work with a variety of staff needs in order to serve multiple constituents;
- Utilizes school-based technology well, embracing effective practices in their fields of service;
- Demonstrates strong communication skills, both written and spoken, and the ability to work collaboratively with others.

Professional Qualifications

- Bachelor's degree required;
- Minimum of 5 years finance/accounting experience and experience with non-profit financial accounting;
- Experience forecasting, creating, and working within budgets;
- Advanced computer skills with particular knowledge in advanced applications, e.g. Microsoft Word, Excel, QuickBooks, or other accounting software and knowledge of Google applications.
- Previous grant-writing and fundraising experience preferred.

Interested in Learning More?

If so, please send a cover letter and resume by e-mail to Chris Giangregorio at giangregorioc@dls-academy.org.

Review of applicants will begin in June of 2019 and continue until the position is filled.

De La Salle Academy assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law.