



Buckingham Browne & Nichols School

80 Gerry's Landing Road
Cambridge, MA

OVERVIEW

Position Announcement COO/CFO Available July 1, 2018

- Buckingham Browne & Nichols School (BB&N) is a highly respected independent, co-educational day school for children in grades B-12. BB&N was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. The School has 1,005 students from the greater Boston area on three separate but coordinated campuses. 100% of seniors go on to four-year colleges. About 75% of the faculty have advanced degrees; several have Ph.D.s.
- BB&N is characterized by high academic standards, a skilled faculty and a student population diverse in talents, interests, and backgrounds. The School has created a challenging academic program that balances intellectual, moral, artistic, and athletic development. BB&N appreciates the diversity of their community and has a culture that fosters intellectual curiosity, critical thinking, and a deep concern and respect for others.
- The School is composed of lively and energetic learners from a wide variety of backgrounds, points of view, and geographic locations. What brings students together as one School is their shared enthusiasm about learning. The classrooms and curriculum—imaginative, vital, well-designed—create an atmosphere where it is stimulating to think and safe enough to ponder, struggle, and experience. Teachers are committed to helping their students develop their moral, intellectual, artistic, and physical abilities to their fullest.
- The incoming Head of School (*see bio on page 6*), Dr. Jennifer Price, is assembling a best-in-class leadership team, each member of which has a track record of success in teaching and independent school administration. An experienced and committed Board of Trustees adds considerable depth to the School.



- This is a rare opportunity to be affiliated with one of New England's most prestigious independent schools.
- There will be more intellectual challenge in this position than most. The School offers a great deal of complexity given three separate academic campuses, a budget as sophisticated as at the college level, a financially astute board, and a talented faculty.
- There is significant variety in your responsibilities. You will have the ability to make a meaningful impact.
- You will play a key leadership role in managing and planning for the School's continued financial success.

(Continued on next page)

THE OPPORTUNITY



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THE OPPORTUNITY (continued)

- The administration, faculty, and Board are recognized as among the best in the nation. They have a passion and commitment to education. A positive attitude pervades the organization and their style is team-oriented and consensus-driven.
- There will be excellent Board visibility, commitment, and support, combined with a challenging and positive work environment. Your work and input will be valued and appreciated.



POSITION SUMMARY

- The COO/CFO will take responsibility, in conjunction with the Finance Committee of the Board of Trustees, for the overall financial operations of the School. This includes management of a \$40-million operating budget. You will be a member of the Senior Leadership Team, and will attend all Board meetings and staff the Investment, Audit, Real Estate, and Finance Committee meetings.
- The COO/CFO will provide leadership, vision, and oversight for shaping first-rate, service-oriented financial and operations management for the School. The COO/CFO oversees the Business Office, Facilities and Construction, Dining and Catering Services, Human Resources, Parking and Security, Risk Management, and outside vendors.
- The overall goal for the COO/CFO is to build on BB&N’s strengths and to provide financial and business acumen to assure that the School can meet its strategic goals and challenges.



SPECIFIC RESPONSIBILITIES

Financial and Operational Planning

Development and oversight of operating and capital budgets. Collaboration with the Board of Trustees to create long-term and annual budget plans that enable the School to maintain balanced budgets, provide adequate reserves, and achieve the goals of growth and enhancement of physical plant, while working to improve faculty and staff salaries, increase financial aid, and keep tuition rates competitive.

Financial Reporting

Following Generally Accepted Accounting Principles, provide for all necessary internal management and external financial reporting. Supervise the use and development of revenue, expense and capital project cost information systems. Initiate and facilitate the implementation of financial accounting policies and procedures. Coordinate with the Development Office for reporting of stewardship income and restricted expenses. Build and maintain external government and banking relationships.

Finance

Coordinate and assist the Board of Trustees Finance and Investment Committees to maximize total return on working capital as well as internally restricted and externally restricted gift and endowment funds. *(Continued on next page)*



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SPECIFIC RESPONSIBILITIES (continued)

Human Resources and Risk Management

Oversee Human Resources, including benefits and payroll, employee assistance, and compliance matters. Maintain BB&N’s Employee Handbook and keep all regulatory documents up to date and filed on time. Oversee insurances including Liability, Property, and Casualty to assure financial protection and reduce risk. Coordination with Human Resources on Health, Disability, Worker’s Compensation and other employee-related insurances.

Facilities and Real Estate

Oversight and leadership for the Director of Facilities’ efforts to assure that the physical plant is safe and secure, well maintained, and adapted to support the educational effort and the changing needs of faculty, staff, and students. Staff the Board’s Facilities and Real Estate Committee. Work externally to ensure real estate needs are met.

Support of Strategic Initiatives

The COO/CFO will play a vital role in working with members of the Board of Trustees and Senior Administrative Team to accomplish the following goals:

- Planning for building modernization and regulatory compliance;
- Construction and renovation of buildings;
- Allocation and reallocation of a fixed amount of operational funds;
- Collaborating with Human Resources on the design of faculty and staff salary systems;
- Continuing growth of endowment;
- Building of medium- to long-range financial strategies;
- Refinement and use of information systems to best plan for use of financial resources;
- Education of managers in use of financial information for planning and expensing;
- Management of capital resources to provide modern, safe, and sufficient space for the School’s ongoing needs.

Other Financial Management Items

- Coordinate annual auditing process.
- Oversee short-term investment of the School’s operating cash.
- Increase the focus internally on the importance of planning and being cost-conscious in projecting the School’s cash needs and outflows.
- Mentor and train faculty and staff regarding departmental budgets.
- Participate in the meetings of the financial aid committee.
- Maintain contact with local, state, and federal agencies to remain updated on laws as they affect the School.
- Work effectively with the community, especially on construction projects, to maintain and improve the image of the School.





Position Announcement

COO/CFO

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DEFINITION OF SUCCESS FOR AN OUTSTANDING PERFORMER

- Sees his/her role as an educator, not purely a financial management professional.
- Develops and articulates a financial vision and works effectively with administration, faculty, staff, board members, parents, students, and the external community to achieve the vision.
- Collaborates and communicates in a way that builds and maintains trust with all constituencies, including neighbors and community groups.
- Is adaptable and flexible. Thinks creatively.
- Juggles multiple priorities and adapts to changing environments.
- Leads the team and assures the staff is competent, educated for their roles, accountable, recognized, and developed for more challenging assignments.
- Works in a collegial manner with a diverse group of faculty and staff.
- Builds and maintains efficient financial and operational systems.
- Serves as a competent, confidential advisor to the Head of School and Board of Trustees.
- Has effective listening skills and the ability to build consensus.
- Advises the leadership team on “how to finance the School’s dreams.” He/she will need to balance all aspects of the School’s financial situation. For example, balancing the needs for financial aid, keeping tuitions competitive and affordable, and offering competitive faculty salaries, while also building for the future, is a key challenge and opportunity.
- Interest in being part of a team in an educational setting that is “similar in values yet different in style.”
- Is open, has good judgment, instills confidence in others and can see the big picture.
- Gains credibility quickly with everyone. Someone who truly enjoys an academic environment and has an appreciation for the School’s mission and beliefs.
- Has an externally-focused lens; makes connections throughout the greater community.
- Is intelligent, mature, highly professional, and has a commitment to educating others.
- Is versatile and in any one day can interact with parents at an athletic event, have lunch with a trustee, meet with a group of faculty members, and then present a long-range finance plan to the Board.
- Provides ideas and solutions for ways to consolidate management information systems that will greatly improve operating efficiencies and information flow school-wide.
- Is resourceful and efficient with your time. Someone who can simplify matters rather than complicate them.
- Is results-oriented and sets goals and is willing to roll up one’s sleeves to get things done.
- Has a player/coach leadership style.
- Eliminates distractions and focuses on key priorities.
- Views change as a welcomed opportunity for new ideas, initiatives and ways to improve performance.





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COO/CFO
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**JOB
QUALIFICATIONS**

- Successful and substantial experience in the business management/finance function in either education or private industry. A demonstrated track record in budgeting and long-range financial planning is required.
- Experience interacting with a sophisticated Board of Trustees.
- Excellent written and verbal communication skills.
- Well-developed people management experience.
- Proven track record with annual, capital, and endowment fund accounting. Technically competent in not-for-profit accounting, taxation, regulation, and corporate/legal compliance.
- Knowledge of insurances to effectively assure coverages and cost-effectiveness.
- Ability to use, learn, and evaluate financial software systems. A familiarity with Senior Systems is helpful.
- Experience with overseeing construction projects is helpful.
- An MBA, CPA, or other similar advanced degree is preferable.



**IMPORTANT
NOTICE**

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran status, sexual orientation, or any non-job related physical or mental disability. We welcome candidates who will increase our diversity; we encourage candidates of color to apply.



CONTACT

Please call Thom Greenlaw with your thoughts and recommendations. Please also visit BB&N's website at www.bbns.org.

**Thom Greenlaw
508-314-8796 or 617-800-2740**



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HEAD OF SCHOOL BIO

Dr. Jennifer Price

Dr. Jennifer Price was appointed by the Board of Trustees at Buckingham Browne & Nichols School as BB&N's fourth Head of School, starting on July 1, 2018. During her 20-year career in education, Dr. Price has established herself in the top tier of academic leaders in the Commonwealth. From 2015 to 2018, she served as Superintendent of North Andover Public Schools, overseeing a system comprised of eight schools and 4,800 students. Prior to that, Dr. Price was principal for nine years at Newton North High School, where she led the 2,000-student high school through its transition to a new, 198-million-dollar facility. From 1999 to 2003, Dr. Price was a housemaster at Lincoln-Sudbury High School. In the late 1990s, she taught history and coached softball and field hockey at Maynard High School, where she was named Teacher of the Year two consecutive years. Dr. Price earned a bachelor's degree in public policy from Princeton University, where she was also a starter on the field hockey team. She received her master's in educational administration from Boston College and a doctorate of education from Harvard University.

