



CRYSTAL

SPRINGS UPLANDS SCHOOL

Chief Financial and Operating Officer Opportunity **Crystal Springs Uplands School** Belmont and Hillsborough, CA

Want to be part of an exciting, collaborative, and vibrant two-campus school community? Crystal Springs Uplands School (Crystal) is full of kind, curious learners (adults and students alike) who are passionate about the school's mission of transformative teaching and meaningful connections. Our deeply connected culture and community celebrates scholarship, strives for balance, and fosters inclusion. Crystal embodies its core values through robust professional growth and leadership opportunities, intentional relationship-building, an innovative curriculum, and a continual commitment to creating a diverse, equitable school community. Serving grades 6 through 12 on two breathtaking campuses, the school operates with robust financials of \$34M in annual revenue, \$45M in endowment/reserves, \$149M in assets, and years of excellent financial audits.

The Chief Financial and Operating Officer (CFOO) is an important school leader and a critical strategic partner to the Head of School, the Senior Leadership Team (SLT) and the Board of Trustees. The role encompasses the leadership and stewardship of all aspects of Finances, Facilities, Endowment, Operations, Compliance and Risk Management. Leading with humility and engaging with enthusiasm, the CFOO will forge strong working relationships with the Head of School, SLT, Board of Trustees and Professional Adult Community (PAC). The CFOO will be the chief liaison with several standing Board committees, including Finance, Investment, Risk Management & Audit and Facilities Master Planning. Internally, the CFOO will serve on the Financial Aid Committee, Safety Committee, Retirement Plan Committee and Risk Management Team. The CFOO's direct reports include the Director of Finance, Director of Facilities and Safety, and Director of Operations. By embracing the school's mission and core values, the CFOO will engage in strategic planning and partnership, project management, staff development and community engagement. A full job description is linked [here](#).

This is the job for you if you...

- **are all about long-term transformation:** you love the long-term strategic work of curating and cultivating transformation to increase an organization's capacity to deliver on its mission
- **are a passionate systems-thinker:** you work hard to design sustainable financial and operational systems, structures, and processes to ensure all members of an adult community can thrive through a lens of diversity, equity, and inclusion
- **enjoy tackling complex and dynamic challenges:** you don't shy away from the challenges that come with maintaining day-to-day operations while ensuring space for big-picture thinking – Crystal's current \$50M capital campaign gets you fired up!
- **thrive on collaboration:** you are excited to work with a forward-thinking Head of School (who has an MBA so loves numbers and data), a best-in-class Director of Finance who previously served as the CFO for 20+ years, and a supportive Board of Trustees who all center the school's core values and mission in decision-making
- **love proactively building and fostering relationships:** you thrive within a diverse community and understand the importance of deep listening, catalyzing growth in individuals and teams, and connecting community members with resources



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Minimum Qualifications

- Bachelor's degree or equivalent work experience
- 5+ years of experience working in education or similar field
- 5+ years of supervisory experience/leading teams and individuals
- Strong financial forecasting and modeling skills
- Strong Budgeting and Cash Management skills
- Commitment to fostering equitable and inclusive environment
- Strong technology skills with Google Workspace, MS Excel/Suite and Zoom

Preferences

- Master's degree or equivalent work experience
- 3+ years in an independent school environment

Physical Requirements and Work Environment

- Able to work in a dynamic environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Lift, carry and hold up to 10 lbs.
- Able to climb stairs
- May work at a desk and computer for extended periods of time

Salary and Benefits

Salary is commensurate with experience within the range of \$250,000-\$325,000.

Job benefits include...

- Working in a diverse, dynamic, and fun environment of caring and committed colleagues
- Competitive salary and comprehensive, generous benefits package (including up to 10% retirement plan contribution and 50% tuition remission)
- Significant paid time off (including a paid sabbatical after 10 years of service) to embrace our core value of *Strive for Balance*
- Access to breathtaking grounds and facilities (including an adjacent hiking trail at our Middle School and an on-site fitness center at the Upper School)
- Delicious daily snacks and lunches provided by our on-campus caterers
- Dog-friendly campuses (although you can easily avoid pups if they are not your thing!)



A little more about us...

Located in the San Francisco Bay Area, [Crystal Springs Uplands School](#) is a 6-12 co-educational, independent day school located on two distinct campuses in Hillsborough and Belmont, CA with 125 employees. Our deeply connected culture and community celebrates scholarship, strives for balance, and fosters inclusion. [The Professional Adult Community \(PAC\)](#) is an experienced, collaborative group of employees who are committed to the [mission](#) and [core values](#) of the school.

Contact

This retained search is managed by Mary Law of Mary Law Executive Search, the Bay Area leader in placing private school and nonprofit Finance and HR professionals.

Mary Law

Mary Law Executive Search

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Crystal Springs Uplands School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions at Crystal are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color, bilingual candidates, and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply. All Crystal employees must be fully vaccinated unless they qualify for an accommodation due to a disability or sincerely-held religious beliefs.