



# SAINT IGNATIUS

*Cleveland • Jesuit • 1886*

## **Position Profile: Vice President Operations and Chief Financial Officer**

### **About the Position:**

Saint Ignatius High School is seeking an experienced finance/operations business leader for the position of Vice President Operations and Chief Financial Officer starting August 1, 2022. The VP Operations and CFO will oversee all finance and non-academic operations of this 1,400+ student (grades 6-12) college preparatory Catholic/Jesuit high school and Welsh Academy middle school in Cleveland, Ohio. The successful candidate will have a proven track record of at least 20 years of broad finance and operational business experience with at least 5 years of senior executive level responsibility.

As a member of the executive leadership team reporting to the President of the school, the successful candidate will work closely with the President and Principals and collaborate with members of the leadership team and all levels of the school to implement strategic initiatives while prudently allocating resources to ensure the school's mission and vision is realized for every student. This requires utilizing your knowledge and experience combined with your proven communication, negotiation and people skills in order to make strategically aligned decisions.

In addition to finance leadership experience, the successful candidate will have knowledge and experience in leading business operations – from talent management to cost management to facilities, construction and project management – the successful candidate will have demonstrated their skills in working at the C-level with Board level accountability. A commitment to mission driven organizations and being accessible and approachable, treating all people with professionalism and respect, communicating, critical thinking and problem solving all key attributes of the successful candidate.

Among the areas of responsibility, this role oversees Finance, Human Resources, Information Technology, Campus Operations (facilities, events, maintenance and custodial), Breen Center for Performing Arts (500+ seat theatre), Campus Dining, Campus Security and Wildcat Shop (retail) as well as special projects including construction and renovation planning, community relations and other projects as they arise. This role is also responsible for overseeing legal matters as liaison with outside counsel, insurance and risk management.

The Saint Ignatius High School campus is situated on over 20 acres and consists of over 20 buildings in the heart of the Ohio City neighborhood of Cleveland, Ohio. While most of the work is administrative in nature, visibility and availability around campus is critical.

This may be an ideal “encore” career for an experienced executive and practicing Catholic with a demonstrable record of volunteerism who is seeking new opportunities in a mission-driven organization.

The position pays a salary and offers benefits consistent with similar mission driven, religious high schools in Northeast Ohio. Saint Ignatius has been named a "Best Workplace" by the Cleveland Plain Dealer annually since 2011. Numerous personal, professional, and spiritual growth opportunities are offered. As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating Men for Others for more than 130 years. The school is known locally, as well as nationally, as a leader in educational excellence.

**Primary areas of responsibility include but are not limited to:**

- Oversee Finance, Human Resources, Information Technology, Campus Operations (facilities, events, maintenance and custodial, and construction/renovation), Breen Center for Performing Arts, Campus Dining, Campus Security and Wildcat Shop.
- Board and benefactor liaison for Financial (including investment), Operational, Legal, Capital Allocation/Construction, and other matters
- Liaison with outside counsel for legal matters
- Primary responsibility for Risk Management
- Continuous improvement opportunity identification and implementation
- Problem/issue identification and resolution

**REQUIRED QUALIFICATIONS:**

**Knowledge, Skills, Abilities and Personal Characteristics**

- Bachelor’s degree with either MBA or CPA credentials required
- 20+ years of total experience with proven track record of increasing responsibilities and at least 5 years of senior level executive experience
- Investment, Treasury, Insurance, Risk Management, Capital Planning/Allocation, Legal, Contracting and Human Resources experience in addition to Financial Budgeting, Accounting and Reporting
- Business leadership experience with negotiations, sales/revenue, contract management, budgeting and cost management, talent management, information technology with Board level accountability
- Outstanding problem solving, critical thinking and people management skills
- Extraordinary organizational, administrative and project management skills
- Mission oriented practicing Catholic with a demonstrable record of volunteerism

### **PHYSICAL AND MENTAL DEMANDS:**

As a member of the executive leadership team of the school, the Vice President Operations and Chief Financial Officer is available 24/7 to assist and provide leadership in emergency situations. Must be able to walk significant distances and climb stairs throughout the day as the campus is situated on 20+ acres with over 20 buildings ranging from single story to six stories.

### **WORKING CONDITIONS:**

Primarily inside school buildings (administrative office) though some responsibilities require may be outside.

### **Our Workplace:**

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

### **About Saint Ignatius High School:**

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,400 young men who hail from 92 cities in an 11-county region. Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 114 faculty members, 89 percent of whom hold advanced degrees. Fifty-six percent have spent 10 years or more teaching at Saint Ignatius.

Saint Ignatius is also home to The Welsh Academy, a middle school for boys from local families of modest economic means, founded in 2019. The academy enrolls more than 60 boys in grades 6-8 and occupies Kesicki Hall on campus

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. The U.S. Department of Education has designated Saint Ignatius a Blue Ribbon school.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

**Applicants with Disabilities:**

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

**Please submit resume and letter of interest to [VPCFO@ignatius.edu](mailto:VPCFO@ignatius.edu).**

**Deadline: May 3, 2022**