



# Charleston Day School

**Charleston Day School** seeks a new **Director of Finance & Operations**. The school has retained **Big Back Pack LLC** to execute a national search for this key leadership position. **For more information, contact Steve Mandell at [steve@bigbackpack.org](mailto:steve@bigbackpack.org).**

The new **Director of Finance & Operations** will oversee all aspects of the School's finances and operations, working closely with the Head of School, Senior Leadership and Board of Trustees. S/he must forge strong relationships within the community. The Director of Finance & Operations manages another business office employee and s/he, is a member of the Senior Leadership Team and reports directly to the Head of School. In addition, the Director will have direct, managerial oversight of Facilities, Information Technology, Summer and Aftercare Programs, as well as the Human Resources functions of the school in an effort to maximize services to all stakeholders.

**Successful candidates will have measurable experience and interest in both finance and operations as well as demonstrated leadership in a strategic role.** The School is looking for a person that is intellectually curious and eager to grow.

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

A cover letter expressing their interest in this particular position

- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval). **Must include past employers that are immediate supervisors.**

All materials should be sent via email to:

**Steve Mandell, M.Ed.**

**Founder & Principal Consultant**

**Big Back Pack, LLC**

**[steve@bigbackpack.org](mailto:steve@bigbackpack.org)**