



**GREEN
MOUNTAIN
VALLEY SCHOOL**

 **Waitsfield, VT**



Director of Finance & Operations Opportunity Statement

Start Date: July 1, 2024

Position Summary

A key member of the school's leadership team, the **Director of Finance & Operations** plays a crucial role in overseeing the financial health and operational efficiency of the school, ensuring seamless integration between academic, athletic, and administrative functions. Reporting directly to the Head of School and engaging across all of the essential functions in the organization, this person will work closely with the Business Manager and directly manage the accounting and finance, payroll, information technology, and human resources functions, and provide active oversight of facilities, legal affairs and risk management, auxiliary programs, as well as the campus health, safety, and security functions and the personnel specializing in those areas. In support of the fiduciary responsibilities of the Board of Trustees, the Director of Finance & Operations will work closely with the Finance Committee, and provide timely and accurate analysis and reporting. The Director of Finance & Operations will also collaborate with external partners and stakeholders, representing the school's interests in negotiations and strategic partnerships.



At **GMVS**, we're more than just a training ground for future champions; we're a community that shares an undying passion for the sport. Join us, and your impact will be immediate and profound. Your role will define the future of ski racing by ensuring that every aspiring athlete gets the opportunity they deserve.



Key Responsibilities:

Financial Management:

- Develop and manage the annual budget – as well as specific subsets – in collaboration with relevant stakeholders, ensuring alignment with strategic objectives.
- Monitor financial performance regularly, analyzing variances and implementing corrective actions as needed.
- In conjunction with the Business Manager, oversee accounts payable and receivable processes, ensuring timely invoicing and payment.
- Coordinate with external auditors and regulatory agencies to ensure compliance with financial reporting requirements.
- In conjunction with the Head of School and Director of Admissions, guide the school's financial aid and enrollment process.

Operational Oversight:

- Implement and optimize operational processes and systems to enhance efficiency and communication and effectiveness across all departments.
- In conjunction with the Director of Facilities and Alpine Program Director, manage facilities and equipment maintenance, including those associated with the Kelly Brush Race Arena, liaising with vendors and contractors as necessary.
- In conjunction with the Head of School and relevant stakeholders, oversee the school's relationship with outside contractors, including, but not limited to our Dining Services provider, Butternut Systems, our IT provider, and Elevation Physical Therapy.

Strategic Planning:

- Contribute to the development of long-term strategic plans, providing financial and operational insights to support decision-making.
- Identify opportunities for revenue generation and cost optimization, driving initiatives to improve financial sustainability.
- Collaborate with the school's leadership team to assess risks and opportunities, developing mitigation strategies to safeguard the school's interests.
- Oversee and steward the investments in infrastructure, including budgets, planning, legal, funding, coordination, and fulfillment of major campus renovations, ownership changes, and construction projects.



Compliance and Risk Management:

- Ensure compliance with relevant regulatory requirements and industry standards, staying abreast of changes that may impact the school.
- Implement robust internal controls to safeguard assets and mitigate financial and operational risks.
- Conduct regular risk assessments and develop contingency plans to address potential disruptions to operations.
- Oversee risk management including application of insurance renewals, maintenance of policies, standard insurance language, releases, and waivers.
- Collaborate with general counsel and/or insurance broker regarding all Risk Management matters.
- Oversee the school's safety and security programs and policies.

Human Resources:

- Collaborate with the Head of School to provide leadership regarding employee compensation and benefits.
- Support the administration and management of all employee benefit programs including health insurance, retirement, worker's compensation, and other related plans.
- Serve as the on-site consultant to all employees in matters related to human resources such as reviewing payroll, overseeing the employee onboarding process, leave coordination, performance management documentation, employee terminations, etc.
- Oversee the development and maintenance of the school's personnel policies and procedures, employee handbook, personnel forms, and recommends changes to school administration.
- Ensure proper management of employee records in accordance with state and federal regulations.

Qualifications:

- Bachelor's degree in Finance, Business Administration, or related field; MBA or relevant advanced degree preferred.
- Proven experience in financial management and operations leadership, preferably in an educational or sports-related environment.
- Strong analytical skills and attention to detail, with the ability to interpret complex financial data and make strategic recommendations.
- Excellent interpersonal and communication skills, with the ability to effectively engage with stakeholders at all levels.
- Demonstrated leadership ability, with experience leading teams and driving organizational change.
- Sound knowledge of financial regulations and compliance requirements.
- Passion for skiing a must.



How to Apply

Green Mountain Valley School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Head of School, Tracy Keller), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.





GREEN MOUNTAIN VALLEY SCHOOL

271 Moulton Rd, Waitsfield, VT 05673