De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school’s atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20-acre campus characterized by beauty and openness.

**Position Description**
As a member of the President’s Cabinet, the Vice President for Finance is a strategic thought partner to the President and other Vice Presidents. The Vice President for Finance has primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities of the School, including direct responsibility for accounting, finance, forecasting, strategic planning execution, budgeting, legal, human resources, and risk management. The Business Office includes an Accounting Clerk, Controller, and Director of Human Resources. The Vice President for Finance also oversees the operations of Facilities, Technology, Bookstore, and Cafeteria.

**Opportunities and Challenges**
This position is responsible for strategically managing De La Salle’s financial strategy and contributes to the creation of the organization’s strategic goals. De La Salle is in a solid financial position, and is looking for a leader who will make us even stronger. In addition to the strategic components, the VP is charged with creating and implementing policies and procedures both in the finance and general operational realms. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join a high-growth, mission-driven organization. In particular, the VP should consider how s/he would:

- Be able to balance the day-to-day needs of the school while at the same time being a strategic, long-range thinker
• Be a strong mentor and coach to various teams with diverse levels of expertise and experience
• Devise actionable and effective strategic directions to ensure the school’s financial sustainability and use the school’s strong financial position to capitalize on future growth
• Provide strong, dynamic, administrative leadership and foster a collegial environment with multiple constituents such as colleagues, Board members, the Finance Committee, the District of San Francisco New Orleans, and the Diocese of Oakland
• Lead process improvement and service excellence across departments, ensure effective coordination and consultation with appropriate school parties, and work collaboratively with other leaders on initiatives that advance the mission and strategic priorities of De La Salle
• Launch and lead various initiatives which result from the Strategic Plan, Campus Master Plan, the recommendations made in the accreditation process, and the Lasallian Catholic Assessment Process

**Programs and Personnel Overseen by the Vice President for Finance**

The Vice President for Finance provides leadership and oversight for the financial and operational needs of the school. While the emphasis of this role is finance, it includes responsibilities for managing a breadth of staff functions and requires an individual who is both strategic and tactical. The VPF is responsible for ensuring the short and long term financial objectives of De La Salle are fulfilled and the school’s financial position continues to strengthen

• Cafeteria
• Campus Bookstore
• Campus Safety and Security
• Facilities
• Technology

**Prospective Candidates**

The Vice President for Finance needs to be a dynamic and visionary leader with outstanding communication skills, a collaborative work style, and a servant leader heart. A strong candidate can demonstrate and evidence:

• Business degree required; MBA, CMA, or CPA preferred
• 5 years experience in a senior management role ideally with roles in financial and business management and leadership in a non-profit or for profit organization
• Experience in a Catholic or independent school’s fiscal management preferred
• Experience in preparation of financial statements and other financial reports
• Experience in human resources management, employee benefit programs, personnel policy creation, and administration
• Experience reviewing and executing legal contracts
● Proven track record of success facilitating progressive organizational change and development within an organization
● Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills, result oriented, and self-reliant
● Strong mentoring and coaching experience to a team with diverse levels of expertise; superior management skills
● Entrepreneurial team player who can multitask
● Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
● Exceptional written, verbal, interpersonal, and presentation skills and the ability to effectively interface with senior management, De La Salle Trustees and donors, and staff
● Ability to operate as an effective tactical as well as a strategic thinker
● Passion for the Lasallian Catholic mission of De La Salle High School, and all-boys education

TO APPLY
Interested and qualified candidates should apply online, and include the following materials:
● A thoughtful cover letter expressing interest in this particular position;
● A current résumé;
● A statement about any financial initiatives you have introduced and led and/or how you would approach the position of Vice President for Finance at a Lasallian Catholic school
● A list of five professional references with name, phone number, and email address of each (references will not be contacted until a serious mutual interest is established and not without the candidate’s permission).

SEARCH TIMELINE
● Initial Review of Applications - Beginning in March
● First and Second Round Interviews - March - April
● Selection - April - May