

IVY HAWN CHARTER SCHOOL OF THE ARTS

CHIEF FINANCIAL OFFICER

JOB DESCRIPTION

Ivy Hawn Charter School of the Arts is a high performing, tuition-free public charter school of choice located in historic Lake Helen in Volusia County, Florida. Founded in 2009, Ivy Hawn serves students in grades Kindergarten through 8th grade providing a high-level academic program infused with a concentration in the arts.

The CFO would work closely with the Principal of Ivy Hawn and the governing board to make decisions on strategic and policy topics for Ivy Hawn.

The Chief Financial Officer has responsibility for leading and facilitating all aspects of financial management for Ivy Hawn, which has an annual budget of approximately \$6 million. The Chief Financial Officer (CFO) will be critical in leading the effort to budget and forecast the various components of the strategic plan, as well as playing a lead role in assuring the long-term sustainability of the school.

Reporting Relationships- The Chief Financial Officer will report to the principal. As a member of the leadership team, the CFO will provide leadership and direction on matters pertaining to network policies, strategic decisions, and long-term planning. The CFO will oversee all of the financial aspects of Ivy Hawn and will take the lead in identifying opportunities to achieve financial sustainability, through maximizing use of available public funds and cost efficiencies. The CFO will be heavily involved in overseeing both the development of projections as well as working with the principal to ensure the arrangement of related required financing to support the expansion of Ivy Hawn. Related to these projects, the CFO will work with the principal and governing board to identify the appropriate financing tools and capital structure. The CFO will lead the annual planning and budgeting process for the network by working with the principal to anticipate revenues and by assisting the schools in their annual budget planning. The CFO will provide leadership and oversight of the network's compliance function assuring that the network and each of its member schools has the support needed to remain in compliance with all state and federal requirements and stays apprised of ongoing changes. The CFO will provide leadership and oversight with respect to the integrity and accuracy of financials and data collection for Ivy Hawn's reporting and performance management function with an emphasis on sharing transparent information among stakeholders.

Position Specification – The CFO will oversee all day-to-day management of the financial operations, including the allocation of resources to best serve the school's needs. The CFO will facilitate and advise financial decision-making. The CFO will focus on revenue and cost efficiency opportunities and address the timing of cash flows as well as the capital required to support any expansion. Other, more specific responsibilities include:

- Conduct analyses to inform operational decision-making and long-term strategic planning for the network.
- Establish and maintain sound financial policies, procedures, systems, and controls for the school. Enhance financial and accounting systems to provide a platform that supports network, school, and departmental needs.
- Provide risk management analyses to make sure we proactively review, anticipate, and address potential risks of all kinds affecting the network, and oversee the maintenance of appropriate insurance policies.
- Recruit, train, develop, and coach other professionals as needs are identified.

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THE CANDIDATE

Education

A bachelor's degree with an emphasis on financial management or accounting.

A CPA and/or an MBA or other relevant advanced degree is strongly preferred.

Experience

The successful candidate will be a business and results-focused leader who has the highest ethical and professional standards, attains respect, and embodies Ivy Hawn's core values. The Chief Financial Officer must have the leadership characteristics to set the pace of results and be viewed as a role model for the organization. The successful candidate will be an individual who can lead and facilitate the school through strategic and budget planning and influence leadership in key management decisions.

- Broad financial management experience, preferably with some exposure to non-profit organizations, academic institutions, or multi-stakeholder environments.
- If coming from a for-profit institution, non-profit board experience is strongly preferred.
- Project finance and project management experience. Direct knowledge and experience with fund accounting is desirable.
- Excellent presentation and communication skills. Open-minded thinker. Effective team player. Strong leadership, facilitation, and coaching skills, proactive, and able to reach out throughout the organization.
- Fully experienced in operational finance/accounting as well as strategic capital structure/financing decisions. Excellent modeling and analytical skills.
- Experienced identifying economic and demographic trends and regulatory issues that could affect the network and suggest appropriate responses.
- Strong planning skills and experience interpreting a strategic vision into an operational model.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization; ability to manage and build consensus within multidisciplinary teams in institution-wide projects.
- The candidate must be comfortable managing in a matrixed organization and maintain a servant leader's perspective in working with the leaders of our network schools. The candidate must effectively influence and elicit respect in situations where he/she may not have direct authority.
- The candidate will recognize the importance of and maintain an excellent relationship with the principal and governing board.
- This CFO will be recognized by team members as a leader and will willingly accept leadership roles, as well as seek input and share best practices with team members. The CFO will initiate and promote collaboration.
- The individual must be able to formulate clear strategies and approaches to clarify and achieve the vision and objectives of the organization. This person will anticipate future issues,

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difficulties, and changes and build contingencies into strategy and action plans to meet future objectives.

- This candidate must be able to make and communicate timely and tough decisions with conviction and support, even when there is uncertainty or limited information.
- The CFO must embrace transparency and be willing to challenge and be challenged, in a positive and constructive manner.
- The CFO must be a good coach and clear communicator in helping others to understand and become comfortable with financial reports and analysis. The CFO must be able to effectively tell the story behind the numbers.

Candidates should contact Danielle Suhr at suhrd@ivyhawnschool.org