

Ma'ayanot Executive Director Position Description

Ma'ayanot Yeshiva High School is looking for an experienced and dynamic Executive Director who will bring professionalism and creativity to the school's business and financial operations.

The Executive Director is a senior-level leadership position responsible for managing the school's business and financial operations. The Executive Director should have proven experience in management of a for-profit or non-profit enterprise, including finance, operations, and compliance, as well as supervision of staff, and communication with stakeholders. We are looking for a leader who will embrace the mission of our school and will work in close partnership with the Head of School, Senior Leadership Team, and the Board of Trustees. The Executive Director will oversee school finances and actively participate in cross-functional meetings of educational administrators and coordinators, internalize and synthesize priorities and operational needs across departments, and ensure operational execution against educational priorities with direction from the Head of School.

Maayanot Mission Statement (<https://www.maayanot.org/mission-statement/>)

Reports to: Head of School

Supervises: Business Manager

Director of Information Technology

Security Director/Operations

Main Office/Administrative Assistants

School Nurse

Transportation Coordinator

Facilities Manager/Operations

Position: Full Time, Exempt with benefits offered. Salary commensurate with experience.

Satisfactory completion of a criminal history background check and fingerprinting is required. Ma'ayanot is an EEO employer.

Professional Responsibilities Include:

Financial Management

- Oversee the Finance Department and ensure best practices are implemented around revenue, expenditures, and cash flow management
- Oversee preparation of and adherence to the annual budget and all expenditures, project enrollment growth, ensure proper record keeping, distribute budget-to-actuals reports to department heads to inform outstanding spending capacity, and authorize timely payments of bills and fulfillment of other contractual obligations
- Partner with the Finance Committee and Tuition Assistance Committee to oversee the scholarship award process and tuition collections activities and cultivate a positive rapport with parents around tuition payments and finances
- Supervision of the Business Manager

- Collaborate with external accountants in the preparation of tax documents, audit, payroll, contracts, and payments; monitoring of income, expenditures, collections and cash flow
- Prepare the annual budget (including tuition, departmental budget and salary increase projections) for both academic and capital expenses.
- Regularly meet with the Treasurer and Finance Committee to review school financial status
- Perform regular reviews of vendors in order to secure more favorable relationships and maintain said relationships with preferred vendors
- Oversee the accounts payable processes in order to ensure timely and accurate payment to vendors as well as appropriate internal controls over cash disbursements
- Oversee the acquisition and distribution of government grants and funding maximizing all possible opportunities
- Partner with Director of Development to plan campaigns and major events
- Complete all state surveys and apply for all relevant state grants

Facilities Management

- Oversee the physical and logistical operations of the entire school to ensure the building is running and maintained efficiently and in a manner that fosters educational excellence
- Manage relationship with any outside vendors related to building use such as security, maintenance, and food services
- Supervise building maintenance, repairs, and construction projects
- Negotiate and manage all rental use of the building
- Risk Management – Maintain and upgrade organizational insurances (property, liability, worker’s compensation, Educator’s Liability, Officers and Directors’, etc.)
- Maintain awareness of and compliance with legal and tax implications regarding building usage
- Ensure emergency readiness, including fire, earthquake, lockdown drill procedures and supplies, and oversee performance of drills by students, staff, and administration.
- Review and maintain the Schools security processes, procedures, and plans to ensure a robust security posture
- Assure that all accreditations important to the future of the school are up to date or in process
- Complete all state surveys and apply for all relevant state grants

Human Resource Management

- Recruit, hire, and supervise all non-educational personnel employed by the school
- Draft, collect, and enforce all contracts with employees
- Directs medical and financial benefits negotiation, enrollment and administration
- Directs payroll administration and processing
- Monitor compliance with EEOC, Harassment, and other employment policies
- Liaise with educational leadership regarding retention and salaries of educational staff
- File employees’ Workers’ Compensation Claims
- Update Employee Handbook
- Liaison on legal issues related to school policies and procedures

Procurement and Purchasing

- Supervise and approve all school purchases in all departments including furniture, books, school supplies, technology, etc.
- Supervise and approve all State Funding and Title grant purchasing

Communications

- Manage and coordinate all communications related to tuition and enrollment, financial aid, COVID compliance, school closures, school calendar and more in partnership with the Head of School
- Foster ongoing clear and warm dialogue with parents orally and in writing
- Communicate any policy, administrative or staffing changes
- Oversee updates and maintenance of school website

Information Technology

- Daily supervision of and overall responsibility for activities of the IT Director
- Oversee the implementation of an effective software program/ school management information system.
- Oversee the delivery, access, security and maintenance of the school's network, servers and school issued equipment.
- Negotiating and coordinating all equipment leases for technology and equipment
- Forecasting technology upgrades and system enhancements including technology budgets

Personal Qualities & Experience

- Unimpeachable character, conduct, and reputation
- A high degree of cultural and interpersonal sensitivity
- Impeccable and adaptable verbal and written communication skills
- Strong self-discipline and follow-through on projects
- Must be self-motivated and able to prioritize and handle multiple tasks efficiently and effectively
- Must be capable of developing and sustaining close, effective working relationships with other senior staff on matters of interdisciplinary and institutional concern
- Strong technology skills
- Respect and appreciation for Jewish values
- Able to exhibit enthusiasm and excitement for Ma'ayanot's educational mission

Professional Experience

- 10+ years overseeing operations in organizations with \$4+ MM budgets (non-profit and/or school experience preferred)
- BA required
- Hiring, mentoring, and supervising professional staff
- Project management and technical skills
- Salary commensurate with experience