



The New School offers high school students a unique opportunity to discover their passions through a blend of rigorous academics and community-engaged learning. Located in the heart of Atlanta, we treat the city as an essential classroom where learning is fueled by students' curiosity. We are a community of about 90 students in grades 9-12 with 15 faculty members. Now in our 11th year, we seek a Director of Business Operations to fill a newly created critical leadership position. The DBO will join a collaborative and growth-minded team and report directly to the Head of School. The DBO is responsible for managing the financial operations of the school and the human resources, facilities and grounds, information technology, and risk management functions. This is an exciting opportunity for a school or non-profit leader eager to grow in a challenging and supportive environment.

Challenges and Opportunities

The Director of Business Operations will oversee an operating budget of approximately \$1.5 million and manage the growth needed for TNS to remain one of the most affordable private high schools in the city. The successful candidate will demonstrate the ability to work with conflicting demands in a busy and unpredictable school environment.

We are committed to creating a learning community that looks like the city of Atlanta. Applicants from diverse backgrounds are encouraged to apply.

The New School offers a solid compensation package, including a competitive salary structure, medical, dental and vision insurance in addition to a retirement savings plan and annual professional development.

Key Responsibilities

- Conduct the day-to-day operation of the business office including payroll, accounts receivable, accounts payable, treasury and cash management, financial accounting, contract management, and most purchasing functions
- Manage, develop, and direct the annual operating budget. Plan and prepare forecasts of the financial condition of the school and report to the Head of School and the Board of Trustees on operations, financial projections and audits.
- Direct financial aid process and oversee financial aid decisions
- Oversee ongoing compliance with school accreditation processes and any governmental regulations

Job Announcement: Director of Business Operations, The New School

- Oversee the risk management function and purchases of property, casualty, liability, and workers' compensation insurance
- Select or approve and directly oversee relationships with business service providers (e.g., banks, auditors, attorneys, insurers, contractors, consultants)
- In partnership with the Head of the School and other staff and trustees, evaluate, pursue, and manage additional (non-tuition) revenue-generating opportunities using the school's resources
- Manage human resources, including employee relations, benefits and compensation, safety and hiring/onboarding for employees in keeping with the school's culture
- Oversee IT systems
- Oversee facility maintenance, including creation and implementation of campus safety and risk management protocols
- Partner with the Head of School and other senior administrators on operational and strategic issues as they arise

Candidate Qualities and Capacities

- Ability to set priorities, organize, analyze, work independently, meet deadlines and problem solve
- Strong interpersonal skills to work effectively with multiple constituencies, such as faculty administrators, volunteers, parents, students, board members and contract workers
- Ability to think strategically allowing the organization to grow and shift to as needed
- Commitment to understanding diversity in our school community and our surrounding neighborhood community and bringing this as part of our students' education.
- Ability to work in a collaborative manner in an environment of mutual support
- Flexibility, a growth mindset and a sense of humor
- Strong verbal and written communication skills

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Qualifications and Requirements:

- Bachelor's Degree
- 5+ experience in an operations/finance role involving strategic and day to day financial and operational management. Experience in an educational or non-profit institution is strongly preferred.
- Proficiency with organizational budgeting and financial management. Experience with and understanding of general accounting (GAAP), payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems.
- Knowledge of and experience with facilities management
- Experience with local, state, and federal regulations in education or other business preferred
- Working knowledge of MS Office Suite, Google Suite, QuickBooks, Dropbox
- Ability to pass a criminal background check

Starting salary is competitive and takes into consideration years of experience. Applicants should send a letter of interest and resume to careers@tnsatlanta.org. The New School is an equal opportunity employer.