

CHIEF FINANCE & OPERATIONS OFFICER SEARCH

POLY PREP COUNTRY DAY SCHOOL

Brooklyn, New York

polyprep.org

Start Date: July 1, 2025



**Carney
Sandoe**
& ASSOCIATES

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Mission Statement

Poly's mission is to prepare and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination, and—above all—character.

At a Glance



Established
1854



Enrollment
1,158



Total faculty and staff
290



Student-teacher ratio
6:1



Students of color
53%



Financial aid awarded
\$13.8M



Faculty with advanced degrees
73%



Campus size
26.5 acres

Faculty of color: 40%

Students receiving aid: 22%

Endowment: \$36.8M

Annual operating budget: \$80.4M

Sports: 15

Annual arts performances: 26

Clubs and activities: 90+



Overview

Poly Prep Country Day School (Poly), located in Brooklyn, is uniquely positioned as one of New York City's only independent schools with a significant, college-like campus on its Middle and Upper School campus in Dyker Heights and the Lower School in Park Slope. Serving nearly 1,200 students in Grades N-12, the Poly community is intentionally diverse, with 53% of students identifying as people of color. The Poly community is committed to learning, personal growth, and the joyful exploration of life and its possibilities. Poly is guided by three pillars that define its identity: diversity, excellence, and Brooklyn. For Poly, these guiding principles can be understood as follows:

- **Diversity-** We seek to be a community that reflects our broader society and allows all people to thrive in an environment that values diversity of thought and ideas.
- **Excellence-** We strive to achieve excellence across academics, athletics, and the arts.
- **Brooklyn-** We benefit from our Brooklyn campuses and Brooklyn attitude, our special Poly ethos across all we do.

With record enrollment and a talented, passionate faculty and staff, the school can focus strategically on its bright future as it considers exciting opportunities that will allow Poly to enhance its program and the Poly experience.

Founded in 1854 as the Brooklyn Collegiate and Polytechnic Institute in Brooklyn Heights, the school grew over the next 35 years, when the preparatory school separated from the collegiate division and took up residence next door. In 1916, inspired by the rise of country-day schools around the United States, the school secured 25 acres at their current location in Dyker Heights and incorporated as Polytechnic Preparatory Country Day School. Founded as an all-boys school, the school began enrolling girls in the 1970s and graduated its first coeducational class in 1979. The school acquired and developed its Lower School Campus on Prospect Park West in Park Slope in 1995. In July 2025, highly regarded educator Noni Thomas Lopez will join the Poly community as Head of School and the community is very hopeful and excited about the school's continued evolution and advancement. Enrollment is strong, and the positive momentum is palpable.

Now, the role of Chief Finance Officer is also changing—expanding to include operational responsibilities. With an anticipated start date of July 2025, the new Chief Finance & Operations Officer will be centrally positioned for strategic decision-making with both the new Head and the Board of Trustees. Importantly, the next CFOO will be involved in helping define the role and responsibilities of this position. They will need effective communication and management skills as the role takes on more direct reports from an evolving organizational chart, as well as advanced financial skills to think proactively about the school's financial future.



Opportunities and Challenges

With a new Head of School starting at the same time as the next Chief Finance & Operations Officer, there will be a unique opportunity to build a strong strategic relationship that will help shape the future direction of the school. Also unique to this opportunity is the ability to work with the new Head and Board to define the CFOO role's responsibilities, including an assessment of reporting structures and operational oversight. The Board is seeking a partner who will think proactively, both short term and long term, about how to manage cash and investments to maximize return.

The Board recently completed an effort to survey the school community and develop a strategic financial plan which is available on the school's website. This plan will guide the fiscal decision-making process going forward and has already resulted in the enhancement of the faculty compensation program. Enhanced tracking and benchmarking of NYC school compensation will be a vital component of ensuring that the school remain competitive--while stewarding the financial strategic plan, and providing sound guidance based on its goals, will be a key part of the next CFOO's success.

The school recently purchased an historic building adjacent to the Lower School campus in Park Slope, and the next CFOO will need to work with the leadership and community to develop the space consistent with how it will be used. While still in the planning phase, there are available assets for the development of the new building which will provide critical programmatic space. Being adept at balancing all the various needs of constituencies through this significant process will be important.

The endowment will be another key focus over the next few years as the school's leadership seeks to develop its permanent assets to moderate the need for tuition increases while maintaining a robust financial aid program. The CFOO will be an important thought partner to the advancement program as they help to develop the case for endowment giving and its impact on the school's future.

As leader of the finance program, the CFOO will oversee the business office, a tight, strong, and friendly group with lengthy tenure who appreciate clear communication and an understanding not only of the task at hand but the larger strategic goal. The office will benefit from fresh eyes examining controls, processes, and best practices and the next CFOO will have the latitude to implement improvements to these elements quickly. The budgeting process, transparency, and adherence will also be an area the next CFOO will observe closely and find ways to improve. The goal is a dynamic process that can adapt to, and accurately account for, major changes during the school year.



Responsibilities

In addition to embracing Poly Prep's mission, supporting its Head and leadership, and representing the school at professional and public forums, the new CFOO has a number of primary responsibilities:

- Provide strategic leadership, analysis, and management of finances and operations.
- Establish financial and capital strategies that are consistent with strategic priorities.
- Serve on the Head of School's Administrative Team and lead, co-lead, or participate in several other teams and committees.
- Oversee all business office functions including all financial reporting to the Head of School, Board of Trustees, and various committees.
- Serve as chief staff liaison to Board committees.
- Build and/or maintain the school's short- and long-term strategic financial models.
- Oversee the administration of the school's endowment.
- Oversee School operations including personnel, maintenance, and vendors.
- Maintain strong relationships with banks and lenders to ensure that funding is secured for the needs of the school and compliance with loan terms.
- Administer and manage all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans.
- Manage insurance programs including property, casualty, medical, workers' compensation.
- Ensure compliance with all local and state reporting requirements.
- Collaborate effectively with Advancement, Enrollment Management, and other departments.
- Participate in diversity, equity, inclusion, and belonging professional development.
- Coordinate closely with the Facilities Director on oversight of the physical plant, grounds, and construction functions.



Qualifications and Personal Attributes

- Bachelor's degree required, MBA or CPA preferred;
- 10-15 years of senior-level experience creating and executing financial planning and management strategies;
- Experience in an independent school preferred, though individuals with strong financial and leadership skills are welcome;
- Experience managing a team, setting clear goals, responsibilities, expectations, and clear methods of accountability;
- Experience managing a team with both in-office and remote members, successfully creating cohesion among the team itself;
- Proven record of accomplishment designing, implementing, and managing large-scale organizational change;
- Superb communication skills; excellent written, verbal, and presentation skills;
- Demonstrated ability to understand complex subjects, distill them, and then communicate them to varied audiences;
- Experience on senior administrative teams and working with non-profit Boards;
- Demonstrated experience in measuring and improving organization-wide productivity;
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths, and weaknesses, etc.;
- Experience in human resource management, employee benefits (including pension plans), and payroll procedures. Knowledge of business and not-for-profit accounting policies, procedures, practices, facilities, and software programs. Blackbaud experience a plus;
- Ability to think and plan strategically and creatively;
- Ability to supervise, manage, and delegate multiple functions and activities;
- Ability to remain calm, flexible, and work effectively under pressure;
- Skilled at negotiating and initiating contracts with external vendors;
- Aptitude for high customer-service standards;
- Consistent demonstration of an entrepreneurial mindset;
- Demonstrated commitment to equitable and inclusive practices;
- A track record of strong integrity.

Learn More

Click on the links below to learn more about Poly Prep Country Day School.

[School Website](#)

[Strategic Plan](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[College Matriculation](#)

[Explore Poly Prep's Campuses](#)

[About Brooklyn, New York](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Greg Britton

Chief Operating Officer, Search & Consulting Group
ggb@carneysandoe.com

Sara Shulman

Practice Leader – Development and Finance
sara.shulman@carneysandoe.com

The full-time equivalent salary range for this position is \$275,000 - \$350,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.