



Director of Finance and Operations

St. Peter's School

Location

Philadelphia, PA

Start Date

Late Spring/Early Summer 2026

Reports to

Head of School

Salary

Competitive in Philadelphia
Independent School Market



St. Peter's School is an urban Preschool through Eighth Grade in the heart of historic Philadelphia. The School was originally affiliated as the Choir School of the St. Peter's Church in the early 20th century, but since 1969, the School has been independent and unaffiliated with the Church. The student population comes from the surrounding Philadelphia communities and over 50% of the students walk to school each day.

St. Peter's School
319 Lombard St.
Philadelphia, PA 19147
www.st-peters-school.org



St. Peter's School is looking for a leader. We are looking for a person who understands and loves organizations and appreciates the importance of a school that advocates for learning, children, and the value of relationships. We are looking for a Director of Finance and Operations who appreciates and strives to work collaboratively in a diverse and inclusive community, a person who is aware and intelligent, sees challenges and mistakes as opportunities, and enjoys being in a playful work environment where everyone is encouraged to be themselves, works hard, and knows the important work we all do is for the kids.

Our Mission

To honor the richness of childhood, foster mastery of academic principles, and educate students to be generous and committed citizens of their communities and the world.

Our Community Code

Be kind, compassionate, and inclusive. Be respectful of and honest with yourself, your work and others. Be your best self.



Keys to our Culture

Character Confidence Curiosity Creativity Community

History of St. Peter's School

St. Peter's School traces its origins to the Episcopal Church's early educational efforts in Philadelphia, dating back to the early 1700s. These initiatives were rooted in a belief that education, particularly for children of limited means, was essential to both individual growth and the well-being of the city. In 1834, this commitment took formal shape with the establishment of the Day School of St. Peter's Church at 319 Lombard Street, the founding date from which the School marks its history.

Throughout the 19th century, the School expanded in enrollment, facilities, and academic scope, gradually occupying and renovating neighboring townhouses along Lombard Street. In 1903, the School transitioned into St. Peter's Choir School, gaining national recognition under the long leadership of Dr. Harold Gilbert (1915–1960). As educational needs in the neighborhood evolved, the School again adapted, becoming coeducational in 1964 and incorporating as an independent school in 1969.

Over the decades that followed, St. Peter's School modernized its facilities, strengthened its curriculum, and grew into a full PS–8 program. Grounded in the liberal and creative arts and enriched by long-standing traditions and community partnerships, the School today reflects nearly two centuries of thoughtful evolution, honoring its past while preparing students for engaged, purposeful lives.

Why Preschool–8?

A Preschool to 8 education offers a deliberately designed journey, one that preserves childhood, nurtures curiosity, and builds confidence over time. In a community where every student is known and valued, learning evolves from joyful exploration in the early years to meaningful leadership in middle school. Grounded in shared values and strong relationships, students grow intellectually, develop empathy, and gain independence, preparing them not only for high school, but for a purposeful life beyond it.

Strategic Plan Pathways

2025-2026 is the second year of our 3 year Strategic Plan. We have established five Pathways and dedicated teams to support our work in the following areas: Students, Community, Teachers, City, and Facilities. We are in the middle of an exploration for a new facility to bring our Arts & Music along with our Physical Education back across Fourth Street to our campus. This is necessitated by the recent conclusion of our fifty year lease with the Old Pine Community Center in 2025. Our goals for the Strategic Plan are rooted in the five Pathways and we began a capital campaign to raise funding for the new facility. This new expansion of our existing building onto Wiggins Field will bring the new spaces we need and take a portion of our play area onto the new rooftop recess yard. The project gives us added safety and security on one campus and the opportunity to expand our program offerings, while maintaining a relationship with the Old Pine Community Center for service and community engagement.

Key Stats

Current Budget \$5,500,000	Endowment \$6,800,000
Enrollment 171 Students	ZIP Codes Served 26

Living in Philadelphia

Philadelphia is a thriving city with an incredibly rich history. From the Liberty Bell and historic Philadelphia to the vibrant food culture, SPS is immersed in the long traditions that make Philadelphia special. Our expansive City Curriculum, brings the city to life and provides meaningful opportunities for our students to partner with local organizations and engage with all things Philadelphia. We truly believe that living and learning in the city is a unique component of a St. Peter’s education and we embrace it fully.

Opportunities

The School is in the midst of an exciting time. The Strategic Plan and the Capital Campaign will push the School to set bold goals and find ways to meet the challenges of the next decade. Our School will begin the accreditation process for PAIS in 2027, and we will turn 200 years old in 2034. We have much to accomplish in that time and we hope to arrive at our bicentennial better than we are today. Strong enrollment, responsible fiscal management, an engaged Board of Trustees, and a clear vision allows SPS to think about our future needs and work toward finding the right path ahead. The School needs strong leadership in this important role, and we look forward to finding a partner to move us in the right direction.

A Greeting From the Head of School

It is an honor to work as the Head of St. Peter's School. Building a foundation for young children and watching them grow and set off into the world is such a tremendous experience. The Faculty and parents are true partners and we work closely on behalf of the students. As they mature, they take more ownership of their education and we facilitate the learning through experiences and opportunities for them at each stage of their journey. We develop their independence, challenge them to find their potential and engage them in projects across the curriculum, so their time at SPS has relevance and meaning, two critical aspects of learning. We look for employees who understand the value of a foundational experience and who see the value of that foundation in each child's life. Each employee is a faculty member and each will spend time each day getting to know our community well. We are eager to introduce St. Peter's to you and we look forward to welcoming you to campus to learn, first hand, what we are all about.

Matt Evans, Head of School

Position Overview

The Director of Finance and Operations (DFO) reports to the Head of School and is a key member of the School's leadership team responsible for overseeing the financial health, operational integrity, and strategic resource management of the School. The DFO ensures fiscal accountability, operational efficiency, and compliance with all legal and regulatory requirements in support of the School's mission and strategic goals.

The role also requires a positive, growth-oriented mindset; the ability to collaborate effectively as part of a team; openness to receiving and implementing feedback; and the flexibility to adapt to changing needs throughout the year.

Responsibilities

Duties and responsibilities included but not limited to:

- In collaboration with the Director of Advancement, administer and ensure regulatory compliance of the EITC/OSTC program
- Manage and perform all aspects of the receivables and payables processes
- Negotiate and manage vendor contracts, including the management of large and small construction projects
- Oversee the Financial Aid program and tuition collection in collaboration with the Director of Enrollment Management
- Along with the Head of School, act as the liaison for relationships with Old Pine Community Center and St. Peter's Church
- Oversee the School's technology infrastructure in collaboration with the Education Program Director
- Serve on the Board of Trustees Finance Committee, Buildings & Grounds Committee and Financial Aid Committee

Financial Management

- Develop and manage the annual operating budget and long-term financial projections
- Oversee and process accounting, payroll, and tuition collection
- Prepare monthly financial reports for the Head of School and Board of Trustees
- Manage the annual audit and ensure compliance with all financial regulations
- Support the Finance and Investment Committees with data-driven analysis
- Performs other duties as assigned by the Head of School

Operations and Facilities

- Supervise facilities maintenance, safety, and capital improvement planning
- Ensure efficient management of risk, insurance, and security protocols
- Oversee IT systems, transportation, and vendor relationships

Human Resources

- Manage & perform all aspects of Human Resources including payroll, health benefits plans, retirement plans, onboarding/terminating employees
- Ensure legal compliance and support positive workplace culture

Strategic Leadership

- Partner with the Head of School on long-term planning, financial modeling, and sustainability initiatives
- Lead operational improvements that align with the School's mission and values
- Develops and manages, in partnership with the Board's Finance Committee, the strategic financial initiatives for the School

Qualifications & Traits

- Bachelor's degree in finance, accounting, or business administration required; MBA or CPA preferred
- 7+ years of progressive financial and operational management experience, ideally in education or nonprofits
- Strong analytical, organizational, and communication skills
- Proficient with financial systems, educational technology platforms, and data analytics tools
- Demonstrate commitment to equity, inclusion, and community engagement in an urban school context
- High value of ethics, dependability and reliability
- Possess excellent speaking, writing, and public relations skills
- Ability to handle confidential information as it relates to students and the school
- Ability to communicate with emergency personnel
- Communicate effectively both orally and written with parent volunteers, staff, and contractors
- Must understand and enjoy a child-centered environment



St. Peter's School seeks to hire employees who will support and implement the school's mission and community code. St. Peter's employees are known and appreciated for being compassionate, collaborative, and dedicated professionals who treat their colleagues with respect and who take seriously the daily care of SPS students. All employees, regardless of their role or title, are mission-driven, in vigorous pursuit of excellence, and focused on student well-being and moral development. We seek leaders in each field to bring their expertise to our humble school.

How to Apply

Salary to be determined based on experience and education. Interested candidates should send a cover letter, resume, and list of three references via email with the subject line "Director of Finance and Operations" to Diane Scirrotto at dscirrotto@st-peters-school.org.

St. Peter's School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.

