



## CHIEF FINANCIAL OFFICER SEARCH

Durham, North Carolina  
Position Start Date: July 1, 2026



George Sanderson, Partner, Educators Collaborative  
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# INFORMATION FOR CANDIDATES



<b>SCHOOL</b> Trinity School of Durham and Chapel Hill	<b>TYPE OF SCHOOL</b> Co-educational Day School	<b>SCHOOL ADDRESS</b> 411 Pickett Road, Durham, North Carolina 27705
<b>ROLE</b> Chief Financial Officer (CFO)	<b>GRADES SERVED</b> Transitional Kindergarten–Grade 12	<b>WEBSITE</b> <a href="http://www.trinityschoolnc.org">www.trinityschoolnc.org</a>
<b>START DATE</b> July 1, 2026 (or earlier by mutual agreement)	<b>NUMBER OF STUDENTS</b> 624 students	<b>CONTACT</b> George Sanderson: <a href="mailto:gsanderson@educatorscollaborative.com">gsanderson@educatorscollaborative.com</a> Carol Santos: <a href="mailto:csantos@educatorscollaborative.com">csantos@educatorscollaborative.com</a>

The mission of Trinity School is to educate students in transitional kindergarten to grade twelve within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried education; and communicating truth, goodness, and beauty.

## A Call to Faithful Stewardship at Trinity School

Trinity School of Durham and Chapel Hill has launched a national search to identify its next Chief Financial Officer, who will assume responsibilities on July 1, 2026 (or earlier by mutual agreement). This search represents a pivotal opportunity for a strategic financial leader who is a Christ follower and wants to build upon a strong foundation to guide Trinity School into its next chapter of faithful stewardship of its mission.

As Trinity continues to expand its facilities, programs, and enrollment, the CFO will play a vital role in shaping the systems, structures, and strategy that sustain the school’s long-term health. This position reflects both continuity and vision—honoring the legacy of faithful management while evolving the organization to meet the needs of a dynamic, growing TK–12 Christian community.

As a key member of the Leadership Team, the CFO will oversee budgeting and forecasting, financial reporting and compliance, investments and risk management, and the supervision of Business Office, Human Resources, Facilities, and Information Technology staff. In addition to driving financial strategy, the CFO will serve as a trusted advisor and thought partner to the founding Head of School and the Board of Trustees and will collaborate closely with leaders across departments and divisions—including enrollment, advancement, and academics—to ensure that financial decision-making supports the school’s mission and vision. In overseeing the Facilities team, the CFO will be responsible for the successful integration of a newly constructed lower school building (expected to be completed in the spring of 2026) as well as campus planning and ongoing maintenance.

This is a highly visible and relational role within a Christ-centered community that values professionalism, humility, transparency, and grace. The next Chief Financial Officer will engage with staff, families, trustees, and faculty with both clarity and warmth, bringing sound judgment, strategic insight, and a servant-leader spirit to every aspect of their work.

Carol Santos and George Sanderson of Educators Collaborative, are assisting Trinity School in this search. Based on a comprehensive site visit and conversations with key stakeholders, Carol and George have gathered the following themes that reflect the community’s shared perspective on Trinity’s strengths, the leadership qualities most needed in this role, and the opportunities that lie ahead for the next Chief Financial Officer.





## ABOUT TRINITY SCHOOL

Trinity is a mission-driven school. Founded in 1995, Trinity was shaped by parents and educators who believed that faith and learning belong together. Its mission is to provide an education that is Christian, classical, rich, and unhurried, all grounded in the timeless and permanent values of Truth, Goodness, and Beauty.

Four pillars support this mission:

■ **Christian Faith.**

Evangelical, orthodox, and ecumenical, welcoming believers from many traditions to worship and learn together under the lordship of Christ.

■ **Classical Education**

Teaching students how to learn through mastery of the liberal arts; and cultivating wisdom, eloquence, and virtue through engagement with the great conversations about truth, goodness, and beauty in the Western tradition and beyond.

■ **Rich Education.**

Providing a feast of ideas through living books and things in the natural world; and forming lifelong habits of curiosity and learning.

■ **Unhurried Education.**

Attending to the rhythm and pace of education and offering an atmosphere of learning which promotes human flourishing and deep understanding.

Trinity's ethos of being Known and Loved and its commitment to Unhurried Learning create a culture where students flourish intellectually and spiritually. Parents describe it as a community that balances academic excellence with grace and belonging, where teachers know their students deeply and model faith in action.

Trinity is a Christian school that stands open to the larger community of parents and students, regardless of their faith. The Board, faculty, and staff of the school are united around the school's Christian mission and seek to create a community that is unapologetic in its Christian commitments while being hospitable to families of other faiths and of none.

The school's 22-acre campus in Durham is a living expression of this vision, nestled among woodlands and minutes from the universities in the Research Triangle. Ongoing facility renewals and a major capital campaign signal Trinity's confidence in its future and its calling.



## MISSION AND CORE COMMITMENTS

The mission of Trinity School is to educate students in transitional kindergarten to grade twelve within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried education; and communicating truth, goodness, and beauty.

**Christian ▣ Classical ▣ Rich ▣ Unhurried ▣ Non Nobis ▣ Known and Loved**

The CFO will serve as both a guardian and a translator of these commitments, helping financial decisions to embody Trinity's belief that education is an act of worship and trust in God's provision.

The CFO oversees the departments of Finance, Human Resources, Facilities, and Information Technology; leads the Financial Aid Committee; and serves as the principal staff liaison to two Board committees (Finance and Land & Building).



# THE CAMPUS AND SURROUNDING AREA

Trinity School of Durham and Chapel Hill sits on a beautiful 22-acre campus nestled between the vibrant university cities of Durham and Chapel Hill, North Carolina, in the heart of the state's Research Triangle region. The campus reflects the school's commitment to rich and unhurried learning—a peaceful, natural environment that invites reflection, discovery, and joy.

Over nearly three decades, Trinity has continued to invest in its facilities to support academic excellence, faith formation, and community life. Its multi-phase campus renewal project—now well under way—includes both renovation and new construction, ensuring that the school's physical spaces align with its mission and growth and that the school passes its distinctive mission on to the next generation.

## Notable campus features include:

- A new Lower School addition (opening in spring 2026) designed to foster creativity, collaboration, and connection across grade levels.
- Light-filled classrooms overlooking wooded areas that create a calm and inspiring setting for learning.
- Dedicated arts and athletics centers, which are home to music, theater, and the visual arts as well as indoor athletics and community gatherings.
- Extensive outdoor spaces that reflect Trinity's Charlotte Mason influence, including fields, gardens, and wooded trails used for nature study and play.
- A multi-use great hall, the Blake Hubbard Commons (The HUB), which hosts worship gatherings, meetings, and events, bringing all parts of the Trinity community together in worship and celebration. The HUB is a welcoming student and faculty commons that embodies Trinity's culture of being "Known and Loved."
- Purposefully designed STEM and science labs supporting hands-on inquiry and project-based learning.

Located within minutes of Duke University, the University of North Carolina at Chapel Hill, and Research Triangle Park, Trinity benefits from a region known for its academic vitality, innovation, and quality of life. The surrounding area offers easy access to rich cultural, artistic, and outdoor opportunities—from the Duke Gardens and Durham Performing Arts Center to the Eno River State Park and a thriving local food and music scene.

Durham and Chapel Hill are consistently ranked among the best places to live in the United States, offering a welcoming and diverse community that blends Southern hospitality with a spirit of inquiry and creativity. The area's universities and medical centers draw families from around the world, and many Trinity parents are connected to higher education, health care, technology, and research institutions nearby.

The school's central location and sense of place reinforce its identity as a Gospel community of learners that is both rooted and outward-looking: grounded in faith while deeply engaged with the wider world. Faculty and families describe Trinity as a place where students can explore God's creation, build lasting relationships, and grow in wisdom amid a landscape that reflects the beauty and abundance of the region.





# OPERATIONAL AND FINANCIAL FACTS AND FIGURES

In addition to the Chief Financial Officer, Trinity School's Business Office includes a Controller (CPA), an Accounts Payable/Receivable Specialist, a Human Resources Generalist, and the Facilities Manager and his three-person team. The CFO will also oversee the Director of Information Technology (who manages a four-person team), ensuring that financial stewardship, human resources, and campus operations are integrated and mission aligned.

The school's annual operating budget is approximately \$16.5 million, supported primarily by net tuition revenue (about 85% of total income). Trinity maintains a healthy balance sheet and has demonstrated consistent growth in both enrollment and philanthropic giving. The school's financial aid budget, ranging from \$1.5 million to \$1.75 million annually, reflects a strong commitment to access and inclusion within a sustainable financial framework.

Trinity is in the midst of a \$20.7 million comprehensive capital campaign, of which more than \$12 million has already been raised—the largest amount in the school's history. Annual giving participation among parents remains steady at about 60%, complemented by support from grandparents, alumni families, and friends of the school.

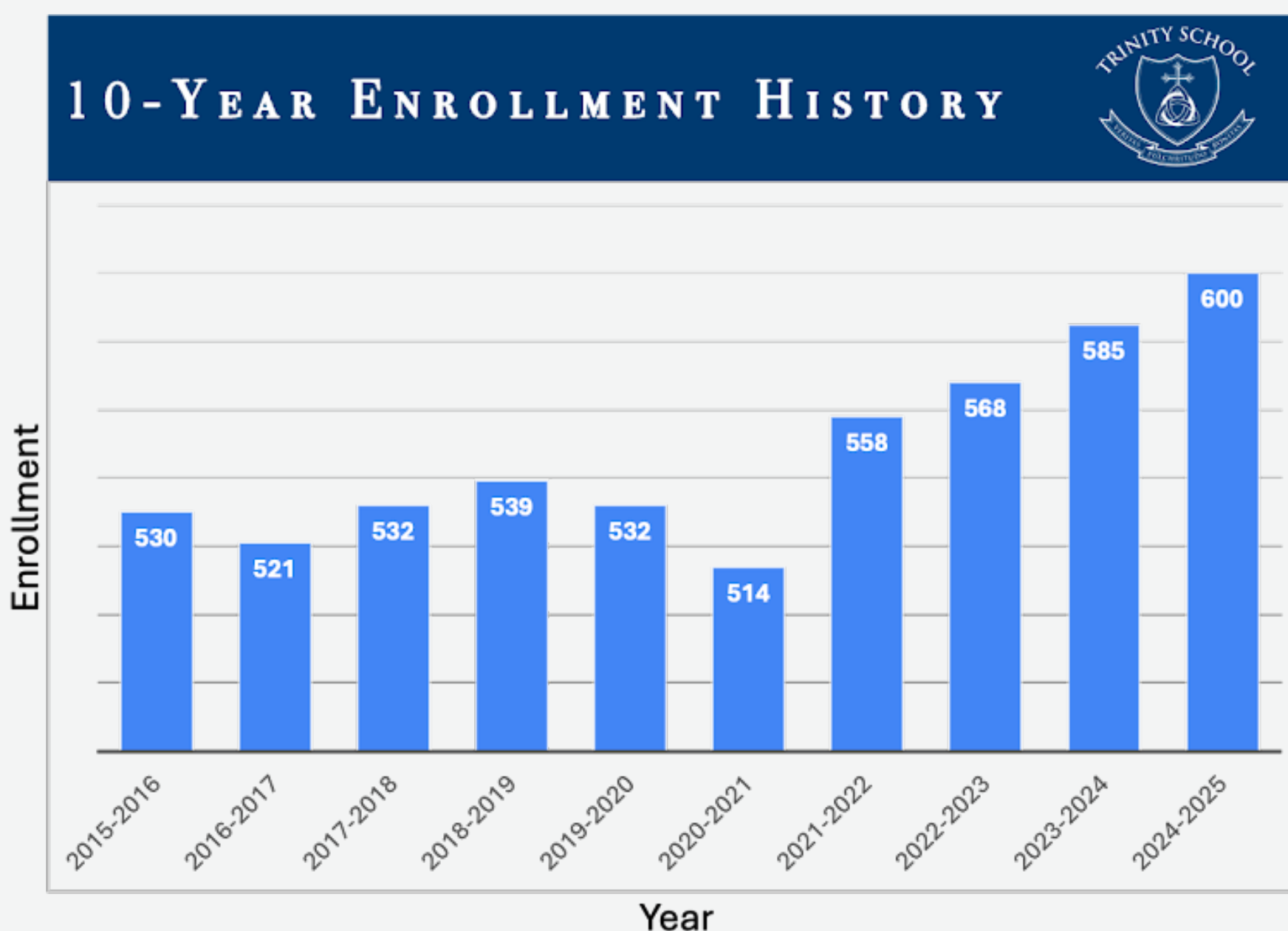
As Trinity continues to expand its programs and facilities, the next Chief Financial Officer will also play a key role in organizational development—assessing staffing models across the business, facilities, and HR functions to ensure capacity and effectiveness; developing team members for leadership growth; and planning for the school's evolving operational needs and succession strategy.

Employee compensation and benefits was recently aligned to be within the 50th percentile of Index schools, with regular review of cost and coverage options to ensure competitiveness and good stewardship. Facilities operations, including the school's multi-phase campus renovation, represent a significant component of both capital and operating budgets.

As these figures and initiatives suggest, Trinity's financial foundation is strong and forward looking, supported by prudent management, faithful leadership, and a clear vision for sustainable growth aligned with its Christian mission.

## Financial and Operational Snapshot

- Annual Operating Budget: ≈ \$16.5 million
- Financial Aid: \$1.5 million–\$1.75 million per year
- Capital Campaign: \$20.7 million goal (≈ \$12 million raised to date)
- Endowment and Reserves: \$2.7 million; healthy and growing; supported by consistent annual giving (~60% parent participation)
- Business Office Staff: Controller (CPA), AP/AR Specialist, HR Generalist, Facilities Manager of a team of three, and IT Director of a team of four
- Campus: Ongoing multi-phase renovation and construction projects
- Faculty and Staff: ≈ 146





# STRENGTHS OF THE SCHOOL

■ **A faith-anchored community.**

Faculty and families see Trinity as a place where Christ is present in the daily work of teaching, learning, and leading. The CFO will join a team whose spiritual unity is its greatest asset. The staff and faculty at Trinity have created a community that is deeply Christian but open to the community at large.

■ **ONE Trinity collaboration.**

Leaders across divisions have spoken of the need for a CFO who sees the whole school—who balances division needs with institutional vision and models graceful collaboration.

■ **A wise and visionary approach to diversity and belonging.**

Trinity is actively seeking to reflect the diversity of God’s kingdom through its people, programs, and access initiatives. The CFO will help ensure that financial policies and aid strategies support equity and inclusion without compromising mission.

■ **Operational growth and complexity.**

Transitioning from a small K–8 school to a robust TK–12 school has expanded Trinity’s financial footprint. Stronger systems, data integration, and long-range planning are key priorities.

■ **A leader who wants to grow.**

Trinity values leaders who embrace learning, innovation, and humble curiosity. The CFO will find a community that welcomes new ideas grounded in faith and wisdom.

■ **A mission anchor.**

Stakeholders have expressed the need for leaders who keep Trinity’s core steady amid change. The CFO will serve as a “braveheart for the mission,” holding fast to the school’s foundational beliefs while guiding responsible growth.





# CFO LEADERSHIP PROFILE

Trinity School of Durham and Chapel Hill seeks a seasoned, spiritually grounded, and growth-minded Chief Financial Officer to guide the school's financial stewardship through an exciting season of renewal and expansion.

The CFO will be a leader whose heart and mind are fully aligned with Trinity's Christian mission—someone who understands that faithful financial management is a ministry of trust, clarity, and service. Joining a collaborative leadership team, the CFO will help build ONE Trinity: a unified TK–12 school that lives out its mission in every classroom, budget, and relationship.

With a campus master plan under construction, growing enrollment, and an ambitious capital campaign underway, Trinity now seeks a Chief Financial Officer who can unite rigorous financial management with strategic insight, grace, and a steadfast commitment to mission. This is an exceptional opportunity for a collaborative, forward-thinking finance leader who thrives on building systems, educating partners, and aligning resources with purpose. The ideal candidate will bring not only technical expertise, but also clarity, warmth, and a genuine dedication to community—helping ensure that Trinity remains committed to its classical, Christian education, spiritually grounded, and financially strong for generations to come.

## Opportunities, Responsibilities, and Challenges Ahead

### Strategic Stewardship and Financial Leadership

- Serve as a trusted advisor to the founding Head of School and Board, aligning financial strategy with Trinity's Christian mission.
- Lead multi-year budgeting, forecasting, and scenario planning that reflect both faith and foresight.
- Provide transparent, timely financial reports that inform wise decision-making.
- Strengthen internal controls, investment oversight, and risk management.

### Leadership Team and ONE Trinity Collaboration

- Participate fully as a member of the Leadership Team, advocating for the Business Office while prioritizing the good of the whole school.
- Build trusting partnerships across divisions and departments.
- Help integrate systems and communication that reinforce Trinity as one school, moving forward together.

### Oversight of Business, HR, Facilities, and Safety

- Supervise and mentor the Controller, HR Generalist, Facilities Manager, and Director of IT.
- Guide HR strategy with a focus on compliance, professional growth, and spiritual well-being.
- Partner on deferred maintenance and capital planning.
- Provide strategic leadership and oversight for the IT department, ensuring robust systems and excellent service to faculty, students, and staff. Align infrastructure, data management, and academic technology initiatives to support teaching, learning, and daily operations—balancing technical preparedness with collaboration, grace, and Christian hospitality.

### Board and Governance Partnership

- Serve as staff liaison to the Finance and Land & Building Committees, providing transparent reporting and guidance on financial operations and strategy, and on audit processes and compliance.
- Collaborate closely with the Board Treasurer on the school's long-term financial health, endowment strategy, and debt management.

### Facilities Management and Campus Master Planning

- Partner with the Head of School, Associate Head of School, and Board to align facilities and financial planning with strategic priorities and the evolving campus master plan.
- Oversee facilities operations, maintenance, and capital planning and budgeting to ensure stewardship of the campus and long-term asset sustainability.
- Support and monitor active construction projects, ensuring financial accountability, transparency, and timely communication with stakeholders.
- Collaborate with the Associate Head of School and academic and other administrative leaders to plan for future space utilization that supports enrollment growth and programmatic needs.





- Maintain a balance between fiscal prudence and mission-driven investment, ensuring that facilities embody Trinity’s commitment to Christian community, safety, and beauty.

### Tuition, Financial Aid, and Access

- Chair the Financial Aid Committee, balancing affordability with sustainability and equity.
- Partner with the Enrollment Management and Advancement offices to develop data-driven models for tuition and aid.
- Communicate with families about financial matters with clarity and pastoral care.

### Advancement and Campaign Support

- Ensure accurate tracking and reporting of campaign gifts and pledges.
- Partner with Advancement to align stewardship and financial systems that build trust and momentum.

### Mission and Community Leadership

- Model servant leadership and joy in daily work.
- Be present in school life—attending school chapels and assemblies, student activities, and community gatherings.
- Lead with humility and courage, serving as a visible witness to Trinity’s faith and values.

### Desired Qualifications and Attributes of the Next CFO

The successful candidate will exemplify Trinity’s vision of a leader whose heart and mind are aligned with the Gospel and whose exercise of their expertise is an act of worship.

- Deep personal faith in Jesus Christ; alignment with Trinity’s evangelical, orthodox, and ecumenical mission.
- BA or BS required. CPA or MBA strongly preferred.
- 8–10 years of increasing financial leadership experience in schools or nonprofits.
- Demonstrated expertise in budgeting, forecasting, audit oversight, and fund accounting (GAAP).
- Experience with overseeing operations and facilities, including project management.
- Capacity to see the whole school and to work collaboratively as part of ONE Trinity.
- Commitment to wise and visionary leadership with respect to diversity, access, and belonging.
- Growth-oriented mindset and intellectual curiosity; openness to learning and innovation within the school’s mission.
- Strategic thinker who can translate financial data into clear storytelling for diverse audiences.
- Agility to move in a dynamic, people-oriented environment in which child safety is paramount.
- Experience supervising and developing staff across finance, HR, and operations.
- Strong technological literacy (QuickBooks, Veracross, Excel, and related systems).
- Emotional intelligence, integrity, and a sense of humor.
- A steadfast mission anchor who balances prudence with faith, and who leads with courage and hope.



## CLOSING REFLECTION

This is a call to lead with faith and foresight. The next Chief Financial Officer will join Trinity in a season of growth and grace—strengthening the school’s foundations while anchoring its mission for the next generation. For the leader whose heart beats for Christ and whose mind delights in stewardship, this role offers the rare opportunity to serve a community where every child and every colleague is truly *Known and Loved*.







## HOW TO APPLY

Applications will be reviewed when they are received.

Candidates interested in this position are asked to prepare the following materials in a single merged PDF document, in the order listed:

- [EC Candidate Summary Sheet](#) (You'll be asked to make a copy upon opening.)
- Letter of interest, addressed to the Head of School, Chip Denton.
- Mission Reflection Statement, addressing at least two things that resonate from Trinity's Mission Statement, and what's appealing about working with or around children and young people.
- Current résumé.
- A list of five or more references with contact information, including phone numbers and email addresses. (Candidates will be contacted before reference calls are made.)
- [Disclosure Form](#) (You'll be asked to make a copy upon opening.)

Please send the **single, merged PDF** file and any inquiries to:

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