



Job Title:	Associate Head of School of Business and Operations
Supervisor:	Alexander Morris-Wood, Head of School
Appointment:	July 1, 2026 – June 30, 2027
Category:	12-Month, Exempt

Franklin Academy seeks a strategic, mission-aligned, and results-oriented leader to serve as its Associate Head of School for Business and Operations. As second-in-command to the Head of School, this individual functions as both the Chief Operating Officer (COO) and Chief Financial Officer (CFO), playing a central role in managing the day-to-day operations of the Academy while advancing long-term planning aligned with the school's vision for growth and sustainability. This senior leadership position oversees finance and accounting, campus operations and maintenance, and the development of a campus-wide technology strategy. The Associate Head will play a key role in managing the school's campus expansion, cultivating strategic partnerships, diversifying revenue streams beyond tuition, and ensuring the operational systems effectively support the needs of Franklin Academy's neurodiverse student population.

Key Responsibilities

Executive Leadership & Institutional Advancement

- Serve as the second-in-command to the Head of School, representing the Academy in both internal and external contexts, including site visits, conferences, parent engagements, and donor meetings.
- Actively participate in strategic planning, accreditation processes, and institutional goal setting.
- Act on behalf of the Head of School when necessary and travel to represent Franklin Academy in key partnerships or expansion initiatives.
- Serve as a thought partner in promoting the school's mission and evolving educational model.

Finance & Strategic Growth

- Lead all financial functions of the school, including budgeting, cash flow, endowment management, audits, and financial reporting.
- Oversee long-range financial planning in alignment with campus expansion, strategic initiatives, and institutional priorities.
- Partner with the Head of School, fellow Cabinet members, and the Board of Trustees to manage financial strategy and monitor key indicators of fiscal health.
- Spearhead the expansion of non-tuition revenue streams, including rentals, grants, development partnerships, and auxiliary services.
- Ensure compliance with applicable regulations, policies, and best practices for nonprofit independent schools.

Campus Operations & Maintenance

- Direct campus facilities, including grounds, maintenance, daily custodial operations, and safety.

- Oversee contracts and relationships with third-party vendors related to transportation, security, food services, and capital projects.
- Prioritize and manage deferred maintenance and develop a long-term facilities improvement plan.
- Supervise external human resources services, including payroll, benefits administration, and personnel policies.

Technology Strategy & Infrastructure

- Lead the development of a comprehensive technology plan that supports instructional delivery, administrative operations, and student support systems.
- Coordinate the implementation of new software platforms, hardware upgrades, and security protocols.
- Collaborate with academic leaders to align technology strategy with the needs of neurodiverse learners and support innovative pedagogical practices.

Team Leadership and Cross-Functional Supervision

- Supervise and support department heads in finance, facilities, and IT, fostering collaboration and continuous improvement.
- Promote a culture of accountability, transparency, and alignment with the Academy's mission.
- Build and lead cross-functional teams that support operational excellence and innovation.

Desired Qualifications

- Proven success in operations and finance leadership within an independent school, nonprofit, higher education, or mission-driven organization; prior experience as a CFO, COO, or equivalent preferred.
- Demonstrated mastery in financial planning, budgeting, endowment management, audits, compliance, and reporting, with a record of aligning financial strategy to long-term institutional goals.
- Experience overseeing campus operations, facilities planning, deferred maintenance, and vendor management; knowledge of capital project planning and risk management strategies.
- Knowledge of educational technology systems and enterprise software; ability to design and implement technology strategies that strengthen instructional delivery, administrative operations, and student supports.
- Proven ability to diversify revenue streams beyond tuition (grants, rentals, auxiliary programs, partnerships), and to design business models that sustain institutional growth and stability.
- Demonstrated success leading complex, multi-phase projects such as campus expansion, large-scale technology rollouts, or construction initiatives, with the ability to manage timelines, budgets, and stakeholder communications.



- Familiarity with HR structures, benefits administration, compliance, and organizational policies; ability to cultivate a positive, equitable, and accountable workplace culture.
- Experience working with Boards of Trustees and senior leadership teams to support governance processes, accreditation reviews, and compliance with nonprofit regulations and independent school standards.
- Facility with financial modeling, forecasting, and the use of data dashboards to support executive leadership, improve transparency, and guide resource allocation.
- Exceptional written, verbal, and interpersonal communication skills; ability to represent the school to donors, parents, trustees, and external partners with clarity and confidence.
- Deep commitment to the mission of Franklin Academy, with enthusiasm for supporting the strengths and needs of neurodiverse students through operational excellence and innovative thinking.

Preferred Credentials

Advanced degree in Business Administration, Finance, Nonprofit Management, or a related field.