



# St. Thomas's Day School

Director of Operations & Finance

*An Executive Search by The Angeletti Group, LLC*



# The Opportunity

The Angeletti Group invites nominations and applications for the position of Director of Operations & Finance at St. Thomas's Day School, a vibrant and welcoming independent school community in New Haven, Connecticut serving students in Kindergarten through Grade 6. With approximately 120 students and a highly engaged community of families, faculty, and staff, St. Thomas's offers a unique opportunity for a leader with broad operational and financial responsibility to have a meaningful impact across all aspects of the institution.

This is an exciting opportunity for an experienced operational and financial leader to partner closely with the Head of School and the administrative team to ensure the school's operations run smoothly and effectively while also guiding financial stewardship. The Director will oversee the school's operations infrastructure – including

human resources, facilities, systems and day-to-day business functions – alongside financial planning, budgeting, and analysis that support the school's mission and long-term sustainability.

As a key member of the leadership team, the Director will serve as a strategic thought partner to the Head of School and work closely with the Board of Trustees and Finance Committee. The successful candidate will bring both strong organizational leadership and financial acumen and a collaborative, community-centered leadership style that reflects the culture of St. Thomas's – where flexibility, teamwork, and a deep commitment to students and families are essential.

This role offers a meaningful opportunity to help strengthen the school's operational effectiveness and financial structure, guide long-term planning, and ensure that systems and resources support a thriving educational environment.



## About St. Thomas's Day School

Founded in 1956, St. Thomas's Day School is a coeducational independent Episcopal day school serving students in Kindergarten through Grade 6. The school educates children from diverse backgrounds and prepares them to become independent thinkers who appreciate, understand, and serve the world.

The school's intentionally small size allows for a highly personalized educational experience. With one class per grade, students benefit from individualized instruction, close relationships with teachers, and a strong sense of belonging within the school community.

St. Thomas's blends academic rigor with joy in learning. Its interdisciplinary curriculum integrates literacy, mathematics, science, social studies, and Spanish alongside enrichment programs including art, drama, music, innovation lab, physical education, and religious studies. Character education, leadership, and service learning are central to the St. Thomas's experience. Through daily Morning Gathering and classroom activities, students develop empathy, confidence, and a commitment to improving the world around them.

The school's close-knit community fosters meaningful relationships among students, families, and faculty, creating a warm and supportive environment where every child is known, valued, and encouraged to grow.

## By the Numbers

- Co-educational day school
- Approximately **121** students
- **One** class per grade
- Approximately **20-22** students per class
- **5.5:1** student to teacher ratio
- **52%** students of color
- **22%** bilingual students
- Students from over **20** communities
- **70%** of faculty and staff hold advanced degrees



# The Director of Operations & Finance

The Director of Operations & Finance is responsible for overseeing the operational infrastructure and financial health of the school. Reporting directly to the Head of School, the Director will ensure that the school's day-to-day operations – including human resources, facilities, systems, and business functions – are well-managed, efficient, and aligned with institutional priorities, while also leading financial planning, budgeting, and reporting.

This individual will play a critical role in strengthening operational systems and financial clarity, ensuring that school leadership has the information and infrastructure needed to make strategic decisions about enrollment, financial aid, facilities, and programmatic priorities. The Director also serves as a key liaison to the Board of Trustees and Finance Committee on matters related to financial planning, reporting, and strategic resource management.

The successful candidate will be both a strategic thinker and a collaborative partner, able to balance operational execution with long-term financial planning in a small independent school environment.

Because St. Thomas's is a close-knit community, the ideal candidate will bring a flexible and service-oriented approach to leadership and will actively engage with the broader school community.



## Strategic Context for the Role

The next Director of Operations & Finance will join St. Thomas's at an important moment in the school's development. Key areas of focus will include:

- Supporting operational systems and workflows across the school
- Establishing a proactive facilities and maintenance strategy
- Supporting administrative infrastructure that allows faculty and administrators to focus on students and families
- Strengthening long-term financial planning and budgeting processes
- Aligning enrollment, financial aid, and revenue forecasting
- Serving as a strategic partner to the Head of School and Board of Trustees

# Key Responsibilities

## Operational Leadership

- Serve as the school's chief operations and finance leader, ensuring effective day-to-day functioning of the institution.
- Provide oversight of the school's day-to-day business operations, including finance, payroll, benefits administration, and vendor relationships.
- Manage relationships with outsourced service providers and assess these partnerships to ensure they remain effective and aligned with the school's operational and financial priorities.
- Establish and maintain operational systems and key administrative platforms and processes that support school operations.
- Work collaboratively with the administrative leadership team to ensure operational and financial planning supports the school's academic, enrollment, and programmatic priorities.
- Partner with the technology coordinator to oversee budgeting, lifecycle planning, vendor and software contract management, cybersecurity, and overall technology and systems performance in support of school operations.

## Human Resources

- Oversee personnel records, payroll administration, and employee benefits programs.
- Ensure compliance with employment regulations and HR best practices.
- Support the Head of School in faculty contracts, compensation planning, and policy development.

## Facilities and Risk Management

- Oversee maintenance, safety, and operations of the physical plant.
- Develop and implement plans for deferred maintenance and capital improvements.
- Manage insurance coverage and risk management policies.
- Support planning and preparation for future construction projects, targeted for a 2027-2028 start date, in coordination with the finance and building committees.

## Financial Leadership

- Serve as the school's chief financial officer, overseeing financial management and reporting.
- Prepare the school's annual budget in collaboration with the Head of School and administrative team.
- Develop financial projections and long-term financial planning models.
- Provide financial reporting and analysis to the Head of School, Finance Committee, and Board of Trustees.
- Oversee accounting, audit preparation, and compliance with nonprofit financial standards.
- Monitor and manage cash flow, accounts payable, accounts receivable, and financial controls.
- Oversee the school's investment accounts and institutional debt obligations, working with external advisors and the Finance Committee to ensure responsible stewardship and long-term sustainability.
- Participate in the Financial Aid Committee, providing financial analysis and budget guidance to support sustainable financial aid decisions.
- Oversee tuition billing, collections, and related revenue management.



### Board Engagement

- Attend Board of Trustees and Finance Committee meetings.
- Provide financial analysis and recommendations to support Board and Committee decision-making.
- Serve as a key partner to the Head of School in supporting Board-level discussions related to operations, finance, and long-term planning.

## Qualifications and Preferences

The successful candidate will bring strong operational and financial leadership experience along with an appreciation for the collaborative and mission-driven culture that defines St. Thomas's Day School.

- Senior leadership experience overseeing operations within a nonprofit, educational, or mission-driven organization.
- Demonstrated ability to manage complex organizational functions, including human

resources, facilities, and administrative systems.

- Experience managing facilities, risk management, or operational systems.
- Ability to align operational systems and financial resources with institutional priorities.
- Experience overseeing operations including payroll, benefits administration, and vendor relationships.
- Strong understanding of nonprofit accounting principles and financial reporting.
- Hands-on experience developing and managing operating budgets and financial projections.
- Demonstrated skill in building financial models and using scenario analysis to support decision-making.
- Ability to translate financial data into clear reports and analyses for leadership and Board decision-making.
- Experience working with boards and finance committees.
- Familiarity with independent school finance, enrollment-driven revenue models, and financial aid strategy is preferred.
- Excellent communication skills and the ability to translate operational and financial information for diverse audiences.
- A collaborative, service-oriented leadership style with the ability to work effectively as part of a close-knit administrative team.
- Strong interpersonal skills and the ability to build trust with faculty, staff, parents, and trustees.
- Comfort working in a small school environment where flexibility, initiative, and teamwork are essential.
- Bachelor's degree required, advanced degree or professional certification preferred.



## Application Procedure

Applications will be accepted until the position is filled, but candidates are encouraged to apply before April 30, 2026. To be considered, candidates should submit a statement of interest and CV to The Angeletti Group at [search@theangelettigroup.com](mailto:search@theangelettigroup.com).

### **Nominations and confidential inquiries can be made to:**

Suzanne Albin  
The Angeletti Group  
(973) 540-1400  
[search@theangelettigroup.com](mailto:search@theangelettigroup.com)

**Salary commensurate with experience and will range from \$100,000 to \$125,000.**