

Holy Family Cristo Rey  
Job Description: Director, Business Operations and Administration  
Updated September 2020

Our Mission

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

Established in 2007, Holy Family Cristo Rey Catholic High School is a member of the Cristo Rey Network, a national association of high schools that provide a quality, Catholic, college preparatory education to urban young people who live in communities with limited educational options.

The Position

The Director, Business Operations and Administration is a strategic contributor to the Leadership Team and a key business partner to the President. The successful candidate is a hands-on and participative leader who will develop and manage an internal team with responsibility for the associated day-to-day operations of the following areas: finance, human resources, administration, purchasing, and the student food service program.

The position requires the ability to balance working with high school students, families, corporate professionals, and faculty/staff on a daily basis. The Director must collaborate and communicate with all internal and external stakeholders of the school - this includes: Students/Families, Teachers, Faculty, Staff, Corporate Partners, Suppliers, and Donors, as well as members of the Board of Directors and the Finance Committee.

The candidate must be a collaborative leader who is self-directed, can work with little supervision or instruction, and who embraces and drives continuous operational improvement based on data analysis. He or she must hold themselves to the highest standard of integrity and will be motivated by the mission of the school - providing a pathway to college and career for students from diverse and economically challenged backgrounds.

The Director's primary responsibilities include:

General/Administration

- Ensure documented procedures are in place, utilized, and maintained, for all critical activities within the entire organization
- Ensure accurate and timely compliance to all regulations and requirements (I-9's for hires, all Department of Labor requirements, OSHA, Payroll, etc) and ensure accurate record keeping to support
- Audits school compliance with record-keeping policies and requirements including CWSP for I-9 and other DOL compliance, site visits, and information technology security and continuity of operations.
- Oversee administrative functions to ensure efficient and consistent operations as the organization scales; including proper budgeting and tracking of all expenditures
- Maintain open, collaborative, and active relationship with all members of the faculty and staff
- Work closely with the staff and faculty members to detect, avoid, and resolve student concerns; request and/or support Disciplinary Review Boards as necessary
- Coordinate project management and logistics

Financial Management

- Responsibility for the quality and content of all financial data, reporting and audit coordination.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting

- Ability to translate financial concepts to – and to effectively collaborate with - programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Regularly reconcile Partner contract status (fee schedules, invoicing, A/R, etc) with CWSP to ensure accurate accounting and collections
- Regularly reconcile Missed Work Days with CWSP to ensure accurate student account status
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status
- Manage organizational cash flow and forecasting
- Implement a robust contracts management; ensure that the contract billing and collection schedule is adhered to and supports operational requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual

#### Human Resources and Purchasing

- Further develop the Human Resources and Administration Departments, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting
- Ensure that recruiting and hiring processes are consistent and streamlined, and compliant to all State and Federal laws and regulations
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures
- Work closely and transparently with all external partners including third-party vendors and consultants
- Optimize all external spending by identifying and negotiating with key suppliers, ensuring non-profit pricing and tax exemption status
- Ensure all required supplier/contractor paperwork on file (certificates of insurance, W-9, etc)
- Comply with all Board-imposed requirements (multiple quotes, non-conflict of interest sourcing, etc.)
- Work with all internal stakeholders and suppliers to continuously seek cost reduction opportunities, including leveraging the Cristo Rey Network

#### Food Service

- Manage Child Nutrition Program and staff.
- Coordinate with Student Recruitment/Community Engagement Department to ensure that all eligible students can participate in program
- Ensure Food program meets all State and Federal requirements (including serving and reporting)

#### Qualifications

- Bachelor degree from an accredited College/ University – preferably in Finance, Accounting, Business, or Organizational Management; Advanced Degree preferred
- Minimum 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management
- Successful track record in setting priorities, keen analytic, organizational, and problem solving skills which support and enable sound decision-making
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Excellent organizational skills - with emphasis on attention to detail
- Excellent communication skills - verbal (in person and over the phone) and written
- Ability to write clear and concise documents
- Excellent interpersonal skills – high energy, positive, influential and collaborative
- Experience with Microsoft Office Suite, (Proficiency in Word and Excel is a must)
- Ability to maintain confidential information
- Bi-lingual fluency in English and Spanish a plus (verbal and written)
- For-profit business background a plus