



ROCKY HILL

COUNTRY DAY SCHOOL

Rocky Hill Country Day School seeks a highly qualified Business Manager.

Rocky Hill Country Day students grow to become navigators, critical thinkers, citizens, and communicators, who are innovative, self-aware, ethical, and globally-minded through our focus on an interactive, inquiry-based educational experience, mindfulness, and meaningful relationships with adults on campus. Our multifaceted student body is made up of domestic and international students, and our intentionally small school community allows for individualized instruction and creates a familial setting throughout campus. Rocky Hill students and faculty wrestle with necessary, candid conversations in equity and belonging, both to build the school community we strive to have and to prepare students for the world they will shape. Overlooking acres of saltwater marsh on the magnificent coast of Narragansett Bay, Rocky Hill Country Day School's stunning campus fosters exploration and discovery for students in all divisions, nursery through grade 12. Rocky Hill Country Day School graduates are bold learners, prepared to navigate a complex and changing world.

The **Business Manager** will:

- Serve as an ambassador for the School with an ability to express the values of a RHCD experience and its programs and pedagogy to prospective families and community members.
- Work directly with the Head of School on financial planning and strategy.
- Provide general financial management of investments, audits, etc.
- Use data-driven initiatives to make informed strategic decisions about our enrollment management.
- Analyze monthly financial reports while tracking the overall budget of the School.
- Collaborate with the Board Treasurer to prepare reports and an agenda for Finance Committee meetings.
- Oversee facilities management, including several large building projects.
- Manage and track enrollment, financial assistance, net tuition revenue, etc.
- Negotiate and manage vendor contracts and relationships, such as food service, landscaping, cleaning services.
- Supervise Business Office personnel, Director of Plant Operations, Director of Community Programs and Rentals, the School Nurse, the Technology Support Specialist, and the Human Resources team.

Candidates must have a bachelor's degree. In addition to financial expertise, experience in facilities management is advantageous. This opportunity requires excellent strategies and skills in communication, collaboration, and organization with an appreciation for confidentiality, equity, belonging, and professional growth.

Start date: July 1, 2022

Founded in 1934, Rocky Hill Country Day School is an independent, coeducational, college preparatory day school in East Greenwich, RI made up of 300 students in

nursery through grade 12. To learn more about our community, please visit www.rockyhill.org. Our waterfront campus is on the Potowomut peninsula and offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. Rocky Hill Country Day School stands firmly behind the principle that the admission of students, the employment of faculty and staff, the operation of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, gender identity, or caste. We seek individuals committed to the equity and belonging work we engage in as we continually strive to improve.

Please send a cover letter and resume **BY EMAIL ONLY** to drich@rockyhill.org.