



The Episcopal School of Knoxville

Director of Finance and Operations Search

Spring 2017



About ESK:



The Episcopal School of Knoxville (ESK) is an independent, co-educational day school that offers academic excellence and character training to students in Junior Kindergarten (age 3) through Grade Eight. ESK offers an interdisciplinary curriculum; many interscholastic activities; performing and fine arts; world languages; a unique “Farm to Table” culinary concept; design thinking and place-based educational practices; and a full, inclusive athletic program. The school offers a faith-based environment with roots in the Episcopal denomination and a commitment to being an inclusive community that respects all students and their beliefs.

Situated on 96 acres of pristine, rolling wooded farmland in Knoxville, Tennessee, the natural environment of ESK provides a place where every day is filled with new discoveries; where the enthusiastic and formally trained faculty are attentive, creative, instructive and supportive, and where learning is an act of great joy. It is the place where Faith, Knowledge, and Culture intersect. ESK challenges students to excel, both academically and socially, through solid educational goals and in an environment that teaches kindness, compassion, and consideration of others. The faculty, administrative staff, and parents of ESK strive to make a positive impact on the world- one student at a time.

Our Mission

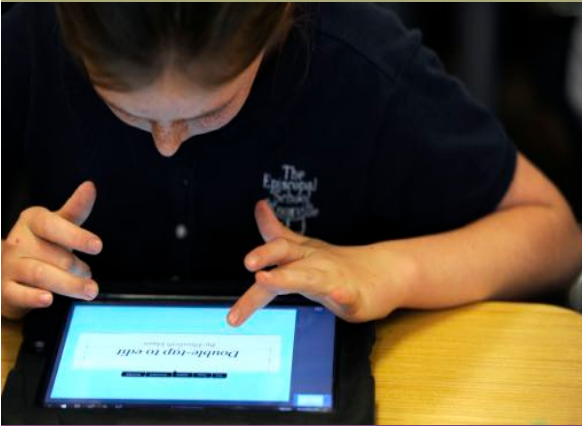
The mission of The Episcopal School of Knoxville is to prepare students for higher education and a lifetime of learning within the context of a loving, inclusive and family-centered community. We enrich our students' intellectual, physical, cultural, and spiritual growth so that they may realize their potential as children of God and citizens of the world.

At a Glance:

- Current Enrollment: 341
- Student-Teacher Ratio: 9:1
- Campus: 96 Acres
- Facilities: 83,000 sqft
- Grades: JK3-8th
- Operating Budget: \$4.9 million
- Endowment: \$150,000
- Faculty/Staff: 75
- Faculty with Advanced Degrees: 51%
- Episcopalian Student Population: 22%
- ESK welcomes children and employees of all backgrounds and beliefs



FAITH – KNOWLEDGE – CULTURE



Strategic Priorities:

- The ESK Board of Trustees will adopt a new 5-year strategic plan in 2017. The new Director will assist in preparing a strategic finance model to parallel the new plan's initiatives.
- The outgoing Director possesses a wealth of financial and operational knowledge of The Episcopal School of Knoxville. Our transition will entail a period of time where the incoming and outgoing Directors can work together.
- ESK is finishing a \$6.1 million construction project adding a new 25,000-sqft Fine Arts & Athletics Complex and campus improvements. The new Director will assist in the assessment of new operational costs and maintenance, as well as the completion of construction invoices and tax-exempt bond reassessments.
- Recent changes in personnel laws and health premiums have dictated a need for ESK to reassess its employee benefits package. The new Director will assist in developing and monitoring policy compliance, as well as a competitive and affordable plan offering for ESK employees.



The Position:

The Episcopal School of Knoxville seeks a hands-on strategic thinker to manage the financial and physical resources of the school. The position requires knowledge and experience in assessing and managing financial, accounting, and physical plant operations. The Director of Finance and Operations works closely with the Head of School, and will assist in the execution of the school's strategic plan and mission objectives.

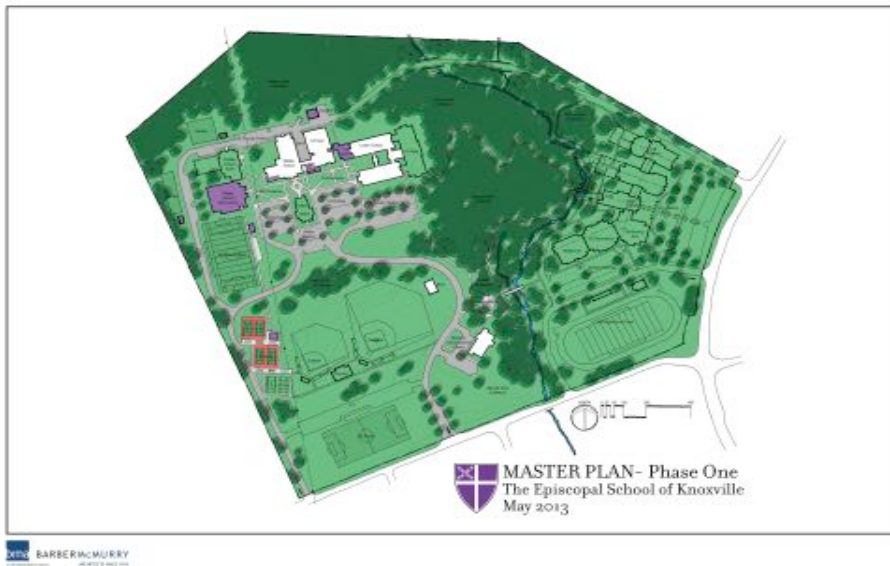
The Director of Finance and Operations is an important member of the administrative team. The director manages all activities designated to the business office including budgeting, financial analysis and reporting, purchasing, physical plant and grounds operations, facilities leasing, risk management and insurance, employee benefits, and personnel policies. The finance director oversees personnel in the business office and works directly with outside auditors, contracted service providers, the buildings and grounds staff, and the Board of Trustees' Finance Committee.

ESK is a relatively young school that is positioned well for exciting growth and expansion. The school operates in tandem with a comprehensive strategic plan developed by the Board of Trustees, Head of School, and constituencies of ESK. The next 5-year plan will launch in 2017. In 2013, the school also developed a master campus plan, which provides a long-term vision for ESK's facility expansion. The master campus plan has recently been supplemented with a landscaping plan that captures the aspects of the school's mission, and provides outdoor educational opportunities for the students. The next Director of Finance and Operations will have the opportunity to play a strategic role in helping the school develop the financial action plans for the school's objectives.

The Successful Candidate has:

- Experience in senior-level finance and administrative positions of increasing responsibility
- A career that includes involvement in financial planning and analysis, accounting and financial reporting, audit and tax returns, facilities management, human resources, and risk management
- Experience using financial models to analyze organizational growth, its associated financial implications, and potential courses of action
- A bachelor's degree or greater with educational experience in accounting
- A background of working with multiple constituencies such as parents, faculty, and board members
- A history of effectively motivating and managing staff toward the achievement of common goals
- Strong listening, verbal, and written communication skills

Campus Master Plan:



In January of 2017, ESK will complete another phase in its master campus plan, supplying the school with a new addition to the Lower School, ample parking, a Middle School Fine Arts & Athletics Complex, and athletic fields. The 96-acre campus offers miles of hiking trails, educational gardens, two working barns, and the opportunity to add grades beyond middle school.

The City of Knoxville:

Located in the Eastern section of the state between the Great Smoky Mountains and the Cumberland Plateau, Knoxville is Tennessee's third largest city. It is a thriving community currently experiencing significant revitalization. Downtown Knoxville is anchored by the Tennessee River and features a beautiful downtown riverfront park. The city's many museums and performing arts venues make it a thriving cultural center. The historic Market Square District boasts fine dining, shopping, and entertainment.

Knoxville's unique topography and well-developed infrastructure make it a prime location for industry, while large employers like the Oak Ridge National Laboratory and the University of Tennessee further strengthen the region's economy. This economic strength enables Knoxville's "Innovation Valley" to position itself as an area with one of the best employment outlooks in the nation. The city is often cited as one of the most affordable places to live in the US, and has gained recognition from Forbes and Kiplinger's as a great place to live and do business.

Forty miles Southeast of Knoxville, Great Smoky Mountains National Park provides plentiful opportunities for outdoors enthusiasts. However, Greater Knoxville itself is filled with abundant green space- parks, greenways, and gardens throughout the area.

To Apply:

Candidates should provide:

- Letter of interest with qualifications for this position
- Complete resume with previous positions and responsibilities
- Five references with contact information

Please send materials and direct any questions to:

Dr. Jack Talmadge
Head of School

The Episcopal School of Knoxville
950 Episcopal School Way
Knoxville, TN 37932

(865) 777-9032

talmadge@esknoxville.org

ESK is an equal opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities to individuals and makes employment decisions on the basis of merit, qualifications, potential and competency.

