To Apply

Please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position. Full position profile available soon.

The Opportunity

Southern Teachers is assisting Linden Waldorf School in its search for a Director of Finance and Operations (DFO). Reporting to the Head of School, the DFO serves as a member of the senior leadership team, works closely with the Board of Directors, and plays a key role in ensuring the finances and operations support the school’s mission, core values, and strategic plans.

Linden Waldorf’s mission is to provide education that honors the developmental stages of childhood, cultivates a love of learning, and addresses the whole child through the head, hands, and heart.

As Linden embarks on a path of planned growth and prepares for a capital campaign, the new Director of Finance and Operations will play a crucial role by providing sound financial leadership while also overseeing the school’s daily operations. The DFO serves as a strategic partner with the Head of School and Board leadership, modeling scenarios and projections and evaluating benefits and costs of initiatives under consideration. Financial management responsibilities include budget preparation and oversight, tuition management, all accounting functions, payroll and benefits, audit preparation, oversight of investments and donations, and compliance with legal, income tax, government, and regulatory matters. The DFO works to improve operational efficiencies and oversees plant and facilities maintenance, safety, security, risk management, insurance policies, renovations, and contractual relationships. He or she also ensures policies and procedures are in keeping with best practices in independent schools.

The successful candidate will be an effective communicator and able to analyze, interpret, summarize, and present data. Additionally, the DFO will be a team player, energetic, highly professional, mission-focused, and actively involved in the life of the school. A bachelor’s degree in business, finance, or a related field is required, and a master’s degree is preferred. A minimum of five years of experience in a financial and business leadership position is required and experience as a CFO, Business Manager, or Director of Finance and Operations at an independent school is a plus.

Linden Waldorf School is a nonsectarian, coeducational day school serving 180 students in prekindergarten through grade eight.