

Director of Operations and Finance

Boston University Academy

Boston University Academy is seeking a dynamic, entrepreneurial Director of Operations & Finance to begin in the spring or summer of 2025; the start date is flexible. The Director is a senior leader and strategic partner to the Head of School, tasked with overseeing all aspects of operations and finance at BU Academy, leveraging relationships across the University, and aligning the school's resources with long-term strategic objectives. Key responsibilities include financial management, operations, facilities management, risk management, compliance, legal matters, and human resources -- nearly all of which are done in close collaboration with offices around the University (e.g. HR, facilities, campus planning, technology, emergency management, sourcing, general counsel, finance, etc.). BUA is a small school with the back-office support of a world-class research institution. The Director has two direct reports, oversees several student employees, plays a central role on the Financial Aid Committee, and is a member of the senior Administrative Team.

Interested candidates are asked to send a resume, list of references (if available), and cover letter addressed to Mr. Chris Kolovos, Head of School, at buacareers@bu.edu.

Key Responsibilities

- Financial Management
 - engage in long-term, strategic financial planning
 - lead the annual budget development process in collaboration with the University
 - provide oversight and monitoring of budgets, expenditures, revenues, tuition, student accounts, accounting, and payroll
 - partner with the development team on the stewardship of gifts and endowed funds
- Operations and Facilities Management
 - think strategically about long-term space management and capital projects
 - partner with BU's facilities team on plant maintenance and repairs
 - ensure building security in collaboration with BUPD and other University partners
 - work with BU partners on parking, dining, and technology services
 - oversee purchasing and contracting operations for the school
 - ensure that resources and procedures are in place regarding student health
 - oversee all school records and enforce record retention policy
- Risk Management, Compliance, and Legal Matters
 - oversee risk management procedures and foster a culture of liability awareness
 - collaborate with Director of Experiential Learning on protocols and risk management related to global trips

- lead emergency preparedness for the school in collaboration with BU partners
- act as a legal liaison with BU's Office of General Counsel
- Human Resources
 - provide oversight and guidance to BUA team member tasked with human resources and benefits, in collaboration with BU's HR department
 - oversee compliance with statutory and regulatory requirements with respect to labor, benefits, and human resource issues
 - ensure compliance with required employee policies and training
 - provide appropriate benchmark data to the Head of School for compensation comparisons and the preparation of employment offers
- Serve on Financial Aid Committee
 - analyze, review, and approve financial aid awards in collaboration with the financial aid committee
 - partner with admissions team as needed to support parents with financial issues relevant to their children's enrollment at the school
- Manage direct reports and student employees
 - provide oversight and guidance to two direct reports in operations, financial management, and human resources
 - oversee five to eight undergraduate student workers filling a variety roles
- Serve on the Administrative Team and as a strategic partner to the Head of School
 - be part of the team focused on the big picture and charting a long-term vision for the school
 - align financial resources, physical plant, and university partnerships to fulfill the school's strategic vision

Qualifications

- Bachelor's degree required; CPA and/or MBA preferred
- At least five years experience working in operations and finance roles
- Ability to build connections and partner with offices across the University
- Ability to successfully navigate within the parameters of a large, complex university organization.
- Familiarity with independent schools preferred
- Thorough understanding of finance, planning, budgeting, human resources, facilities planning, and other areas of responsibility
- Experience driving process and operational improvements
- Strong leadership and proven supervisory skills
- An entrepreneurial outlook
- Flexibility and a collaborative spirit
- Strong written and verbal communication skills
- Ability to work independently while managing multiple projects and deadlines
- Exceptional analytical and problem-solving abilities

For all positions, we look for candidates who enjoy working with colleagues in a collaborative environment, who are flexible and creative, who will fully engage in the life of the school, and who are committed to fostering an inclusive and equitable community.

Benefits

Boston University's generous benefits package includes health, dental, life insurance, and paid time off. Full-time employees are also eligible for tuition remission for courses at Boston University, and the remission benefit extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page at <https://www.bu.edu/hr/employee-resources/benefits/>.

About BUA

As the only high school in New England that is part of a major research university, Boston University Academy (BUA) offers students who love learning both a traditional, caring independent school experience and access to a broad range of university courses. In the eleventh and twelfth grades, students follow their passions by regularly completing up to twelve courses from Boston University's undergraduate curriculum. The school's 242 students are curious, capable, and kind. They come from roughly 50 cities and towns in the Greater Boston area. 53% of students identify as students of color. 29% of students receive financial aid — a reflection of BUA's commitment to equity and access.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.