Head of Operations and Finance

Holy Cross Academy
Full-Time | 12-Month | Salaried
Reports to: Designated Pastor
Peer Leadership Partner: Head Principal (Academics & School Culture)

Position Overview

The Head of Operations and Finance serves as the senior finance, fundraising, and operational leader of the school, responsible for ensuring the effective, mission-aligned management of all non-academic functions. Working in close partnership with the Head Principal, the Head of Operations and Finance supports the vitality and sustainability of the school by overseeing business operations, finance, facilities, enrollment operations, fundraising, human resources, and marketing initiatives.

Mission Alignment

The Head of Operations and Finance must be a committed, practicing Catholic in good standing who understands and supports the mission of Catholic education. The candidate must be able to articulate how fundraising and operational excellence supports the spiritual and academic formation of students.

Essential Responsibilities

Strategic Leadership

- Partner with the Designated Pastor, Head Principal, and Board of Directors to set long-term vision, goals, and develop a strategic plan.
- Provide operational insight and data to inform long-term planning and sustainability.
- Lead operational goal setting and monitor progress toward key performance indicators.
- Serve as a visible, professional presence within the school community.

Financial Management

- Work with the Head Principal to develop and manage the annual operating budget.
- In collaboration with the Business Manager, work with the Archdiocese Shared Accounting group to enter the annual budget, create monthly financial reports, and work through variances with the Finance Committee of the Board.
- In collaboration with the Designated Pastor, Finance Committee of the Board, present the annual budget to the full board for approval.
- Oversee tuition management, financial aid processes, and revenue planning.
- Monitor cash flow, expenditures, and financial reporting.
- Ensure compliance with Archdiocesan financial policies and procedures.
- Lead audit preparation and financial transparency initiatives.
- Grant writing and fundraising
- Invoice approval

Personnel Operations

- Oversee recruiting, hiring, supervising, and evaluating of non-instructional staff, as well as HR process for instructional staff.
- Serve as direct supervisor to the Business Manager, Communications Coordinator, custodial staff, nurses, bus drivers, and food service.
- Support a culture of professionalism, accountability, and mission-driven service.

Facilities & Campus Operations

- Oversee maintenance, safety, and capital improvement planning & implementation.
- Serve as liaison between principals, parish maintenance staff, and pastors.
- Coordinate vendor relationships and service contracts.
- Ensure compliance with health, safety, and regulatory standards.

Enrollment & Advancement Operations

- Partner with the Head Principal on enrollment strategy and retention.
- Oversee operational components of admissions and registration.
- Own and manage development efforts, fundraising logistics, and donor stewardship systems.
- Strengthen systems that enhance family experience and operational clarity.

- Promote the Academy's achievements and initiatives to the broader community to enhance reputation and visibility.

Ideal Candidate Characteristics

The ideal candidate will demonstrate:

Faith & Mission Commitment

- Deep understanding of and commitment to Catholic education.
- Ability to integrate faith and professional leadership.

Executive Leadership Presence

- Strategic thinker with strong organizational acumen.
- Calm, confident decision-maker.
- High integrity and discretion.
- Professional maturity to function as a peer-level leader alongside the Head Principal.

Operational Expertise

- Strong background in finance, business management, nonprofit administration, or operations.
- Experience building systems/processes that improve efficiency and accountability.
- Skilled in budgeting, financial forecasting, and data analysis.
- Experience overseeing facilities or multi-department operations preferred.
- Ability to lead fundraising efforts, including strong written communication skills for grant writing.

Relational Strength

- Collaborative leadership style.
- Strong communication skills with pastors, faculty, parents, parish staff, board, and vendors.
- Ability to navigate complex conversations with clarity and charity.
- Approachable and service-oriented mindset.

Personal Qualities

- Highly organized and detail oriented.
- Solutions-driven and proactive.
- Emotionally intelligent and steady under pressure.
- Committed to long-term institutional health, not short-term fixes.

Qualifications

- Bachelor's degree required, Master's degree in business, finance, nonprofit management, or related field preferred.
- 5+ years of leadership experience in business, nonprofit, parish, or school administration.
- Demonstrated experience managing budgets and supervising staff.