



A Great School

CFO/Executive Director

Upon the retirement of our Executive Director, Associated Hebrew Schools of Toronto, a 100 year-old modern Jewish Community Day School with 1700 students on three campuses, is now searching for a CFO/Executive Director. Starting in the summer of 2010, this person will lead the operations of Associated into the next 100 years, with a strong sense of fiscal accountability while recognizing the importance of the quality of education.

Reporting to the Director of Education, the CFO/Executive Director is the Chief Financial and Operating Officer of the school. S/He is responsible for all non-academic operations of the school, including but not limited to planning, preparation and implementation of the budget; financial, risk and facilities management; collection of school fees; health and safety; human resources including supervision of all non-academic staff as well as oversight of payroll and staff records; and support and administration of the Board of Directors and its Executive committee.

Qualifications

- a degree in finance, business administration or the equivalent
- five or more years leading/managing a non-profit organization with a budget of over \$5M, or demonstrated combination of for-profit experience combined with board and volunteer experience
- the ability to work in an educational, religious environment
- strong problem solving abilities, mature judgment, excellent ability to multi-task and prioritize
- exceptional management, organizational, and interpersonal experience and skills
- a collaborative work style that fosters team-building and partnerships with staff, students, stakeholders and board members
- a passion for community work
- strong oral and written communication skills
- fluency in Microsoft Office applications and Internet skills

If you are interested in this position, please send your resume and cover letter in confidence to cfo-edsearch@ahschools.com by March 25, 2010.