



Island School

Chief Financial Officer

LOCATION

Līhu'e – Kaua'i, HI

SALARY RANGE

\$90,000 - \$110,000

PRIORITY DEADLINE

May 10, 2024

Late applications accepted

REPORTS TO

Head of School

START DATE

July 8, 2024

Or later by mutual agreement



OUR MISSION

Educating the mind,
inspiring the heart.



Preparing Kaua'i youth
to lead lives of significance.

Summary

Located on a 38-acre campus in Līhu'e, Island School enrolls 494 students in grades PK-12 and offers a traditional, well-rounded, private school structure while providing a distinctive college-preparatory educational experience for families on the island of Kaua'i. The student body represents communities from across the island, from as far north as Hā'ena to as far west as Kekaha. They work hard for their academic achievement and to fulfill their promise. In accordance with our mission, we strive to guide our students with an education that is not only rich in academic content, skill development, the arts, athletics and wellness, but also deeply rooted in place, as well as the Hawaiian values of ho'ihi (respect), kūlia i ka nu'u (striving for the summit), kuleana (personal responsibility), 'ike loa (learning and wisdom), pa'ahana (hardworking), lōkahi (teamwork

and collaboration), ho'omau (perseverance), and mālama (stewardship).

Island School now seeks a chief financial officer to oversee all aspects of financial management including accounting, insurance, and outside contracts. The CFO oversees three business units with a small team — finance, transportation, and food services — and will work collaboratively with other members of the leadership team to provide both hands on and strategic financial and operational support. The CFO reports directly to the head of school and serves as a member of the senior leadership team. Island School looks forward to welcoming the CFO to start later this summer, with a start date of July 8, 2024, or later by mutual agreement.





A Brief History

Island School was founded in 1977 by seven women who wanted to create a high-quality independent education option on Kaua'i. In 1991, the school relocated to Lihu'e on 10 acres donated by AMFAC/MB Hawaii, facilitating accessibility to students island-wide. The campus has since grown, incorporating additional programs such as pre-kindergarten, and fostering collaborations like Ho'oulu I Ke Ola O Na Pua with Kamehameha Schools to support Native Hawaiian students. Island School prioritizes diversity, offering financial aid to over half of the current students to ensure access to a private education on Kaua'i.

Key Stats

FOUNDED IN 38 acres
1977 35 classrooms
20 acres of playing fields

ENROLLMENT 176 PreK-5th
494 140 Middle School
178 High School

Student-teacher ratio is **11:1**, with an average class size of **20**

95% of students attend 4-year colleges over last 5 years

81 staff with degrees from over **40** colleges and universities

51% of families receive financial assistance

2024-2025 OPERATING BUDGET

\$9.7M

ENDOWMENT

\$1.3M

ACCREDITATION

Western Association of Schools and Colleges (WASC)

Hawai'i Association of Independent Schools (HAIS)

National Association of the Education of Young Children (NAEYC)

www.ischool.org



The School's Community



Students & Families

Island School, known as Home of the Voyagers, serves students for as many as 14 years. The school's main entry points are Nā Pua Keiki (Pre-K), Kindergarten, 6th Grade, and 7th Grade. Families represent fifth generation Kaua'i residents to others who moved within the last year to the Garden Island. The Island School 'Ohana Association promotes family-school communication and encourages family participation in classroom activities and field trips as well as school events.

Faculty & Staff

Island School has over 80 dedicated professionals from diverse educational backgrounds, offering valuable experiences for students and fostering a collaborative atmosphere among staff. The school prioritizes professional development, and provides teachers the autonomy to innovate in their teaching methods. Efforts to reduce faculty turnover, including addressing compensation issues, are underway through collaboration with the new head of school and the board of directors.

Facilities

Island School's campus features separate areas for pre-kindergarten, elementary, middle, and upper school students, along with a new classroom building that opened fall of 2023, an administration building, gymnasium, center for Hawaiian studies building, and a multi-purpose main hall. The campus also offers teaching gardens, an arts center, a smaller gym, outdoor basketball courts, and extensive playing fields, including both soccer and baseball fields. Pre-kindergarten classes are held on the Kaua'i Community College campus through a collaborative partnership.



Nancy Nagramada
Head of School

Nancy joined Island School as the head of school in the 2023-2024 school year. She has 30 years of academic experience in a variety of educational settings on both the East and West Coasts. Previously, she served as the Assistant Head of School and Head of Middle School at The San Francisco School and as a teacher, administrator, and residential faculty member during her 14-year tenure at The Athenian School in Danville, California. She received her Masters of Arts in Education Administration from Teachers College, Columbia University, and Bachelor of Arts in Anthropology and Education from Hunter College.

We invite you to watch this [interview](#), in which Nancy discusses the importance of hiring a strategic and mission-aligned CFO.



Duties

General Leadership & Strategic Direction

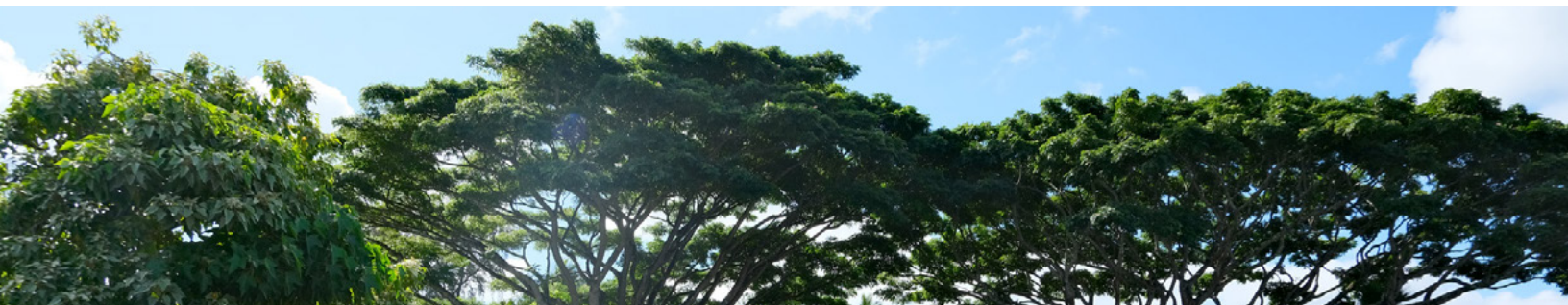
- Report to the head of school, participate as a collaborative member of the senior leadership team, and serve as a trusted advisor to the head, leadership team, and board of directors.
- Build multi-year budget models and forecasts and develop key performance indicators to achieve the school's strategic priorities for its operating and capital budgets, along with its investments and endowment.
- Supervise a staff accountant, three transportation staff, two food services staff, and two substitute bus drivers.
- Partner with the director of development to identify, establish, and maintain funds, and to provide other products and services that meet donors' philanthropic goals.
- Serve as the liaison to the board of directors' finance committee and participate on the buildings and grounds committee.

Financial Management & Compliance

- Oversee internal controls, cash management, banking relationships, and asset management, and maintain accurate and timely continuous records on the financial position of the school.
- Lead the comprehensive risk management strategy including managing liability and insurance for the entire Island School community.
- Ensure that the school is in compliance with all local and state reporting requirements.
- Oversee and ensure the successful completion of the annual independent audit.
- Work with designated CPA and on-site HR coordinator in the preparation and timely submission of appropriate reports and tax forms, annual audit, and payroll processing.

Operational Management & Collaboration

- Oversee several operational areas of the school including transportation and food services, including training, supervision, and support.
- Collaborate with the director of admissions financial aid, and campus operations to support special events, security, and general facilities maintenance.
- Collaborate with executive assistant who oversees HR needs regarding payroll management.
- Develop and review fees for outside organization rental use of campus facilities.
- Perform other duties as assigned.



Qualifications & Qualities

Qualifications

- A degree in business management or accounting and/or comparable experience demonstrating competence in the areas of oversight
- A comprehensive skill set for oversight of financial reporting, budgets, investment and endowment strategy, accounting, and facilities. Experience with construction and project management, HR, technology, and risk management preferred but not required
- Fluency in spreadsheet software and accounting systems; knowledge of Blackbaud's Financial Edge preferred but not required

Professional & Leadership Qualities

- Exceptional communication, collaboration, and relationship-building skills, including the ability to work with board members, colleagues, and parents/guardians
- Broad-based analytical, problem-solving and leadership capabilities, and an ability to contribute strategically to school finance and operations
- An ability to create and maintain positive, supportive, and trusting relationships with individuals from diverse backgrounds and positions, confront problems tactfully, and maintain appropriate confidentiality
- Good understanding of how to implement, leverage, and/or manage: internal controls, accounting and risk management policies, risk mitigation, and the audit process, including audited financial statements for nonprofits
- A willingness to participate in the life of the school





How to Apply

12M Recruiting is acting on behalf of Island School to identify exceptional finance leaders to fill this extraordinary opportunity. Please direct any inquiries to:

jobs@12MRecruiting.com

Applications submitted by **May 10** will receive priority review.

All applications must be submitted online:

www.12MRecruiting.com/jobs/iSchool/CFO

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Island School search committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you — though we will not contact any references without obtaining your written permission first)
- A response to the following prompt:

In 250 words or less, summarize your style of nonprofit financial management and leadership.

Island School is an equal opportunity employer. The School strives to provide equal employment opportunity to all applicants and staff in accordance with sound employee relations practices and federal and state laws. Our policy prohibits discrimination and harassment because of race, color, religion, sex (including gender identity or expression), age, national origin, ancestry, marital status, arrest and court record, reproductive health decision, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or other characteristics protected under applicable state and federal laws, regulations, and/or executive orders. This policy applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

