

IndySchool Consultancy is leading the search for the next CFOO at All Saints' Episcopal Day School. Interested candidates should contact Tim Viands, President of IndySchool Consultancy, at tim@indyschoolconsultancy.com. Candidates should not contact the school directly.



CHIEF FINANCIAL AND OPERATIONS OFFICER

All Saints' Episcopal Day School

Phoenix, Arizona

July 1, 2025



OVERVIEW

Established in 1963, and regarded as a top school in the Phoenix area, All Saints' has an established reputation of providing a balance of rich tradition and innovative pedagogy. The school enrolls over 550 students in pre-kindergarten through eighth-grade. All Saints' is the only National Association of Independent Schools (NAIS) accredited Episcopal PK-8 school in Arizona, and also holds accreditations with Independent Schools of the Southwest (ISAS), Southwestern Association of Episcopal Schools (SAES), and National Association of Episcopal Schools (NAES). The School is guided by its core tenets of community, academic excellence, and character cultivation.


All Saints' has grown and evolved in tremendous ways since opening in the fall of 1963; however, our mission of educating children in mind, body, and soul in a nurturing community remains at the forefront. The challenging curriculum and close-knit community create an atmosphere where proven teaching methods are honored and innovation is encouraged.

All Saints' sees inclusivity and belonging as vital components of its mission, as this is the ethos of Episcopalian education. The School focuses on knowing and understanding each child and helping them to succeed by supporting their individual strengths. Often touted as one of the favorite parts of being

an All Saints' family, the core tenet of community resonates far beyond classroom walls and into the parent community.

The School's spirit of innovation extends to state-of-the-art learning spaces, integral to the All Saints' educational experience. In recent years, All Saints' has worked diligently to complete construction on a 50,000 sq ft academic building, 45,000 sq ft outdoor learning commons, and an athletic complex, all primarily funded through philanthropy. Students thrive at All Saints' and beyond—the School's record enrollment for the past four consecutive years demonstrate the value of the All Saints' educational experience.

ALL SAINTS' AT A GLANCE



The mission of All Saints' Episcopal Day School is to educate children in the light of God—mind, body, and soul—in a nurturing community. We combine academic excellence with spiritual and moral formation, preparing our students to lead fruitful lives and serve a world in need.

Year Founded	1963
Grades Served	PK-8
Total Enrollment	550
Boys/Girls	52% Boys, 48% Girls
Diversity	33%
Students Receiving Aid	24%
Total Faculty and Staff	101
Student/Faculty Ratio	9:1



THE OPPORTUNITY

All Saints' seeks an experienced and mission-aligned individual to serve as the next Chief Financial and Operations Officer (CFOO). As All Saints' continues to grow and evolve, the CFOO will play an integral role in the decision-making shaping the School's future. The CFOO will lead all financial and operational activities, build upon the School's strong financial foundation, and collaborate on strategy to advance the School's mission and realization of strategic goals through leadership, oversight, and stewardship. All Saints' is seeking a candidate who will bring expertise and ensure institutional integrity and sustainability on fiscal matters through the promotion of best

practices in finance including budgeting, forecasting, managing investments and assets, annual audits, and financial reporting. They will provide daily leadership, management, and vision to ensure the school has the needed operational controls and reporting procedures in place to continue financial strength and ensure daily operational effectiveness. This dynamic and multifaceted role serves as the leader of a strong, experienced team, and is also responsible for overseeing all operations of the School, including technology, risk management, human resources, food service, and other programming. The CFOO must demonstrate the highest level of integrity and

discretion, and display outstanding interpersonal, leadership, and management skills, with experience managing teams and successfully collaborating across constituent groups. The CFOO serves as a strategic thought partner to the Head of School, Board of Trustees, Administrative Team, and other constituencies by providing input based on data analysis and building models and processes that ensure accurate financial data and operational strategies. The next CFOO at All Saints' will join a flourishing school committed to continued evolution and improvement.

POSITION SUMMARY

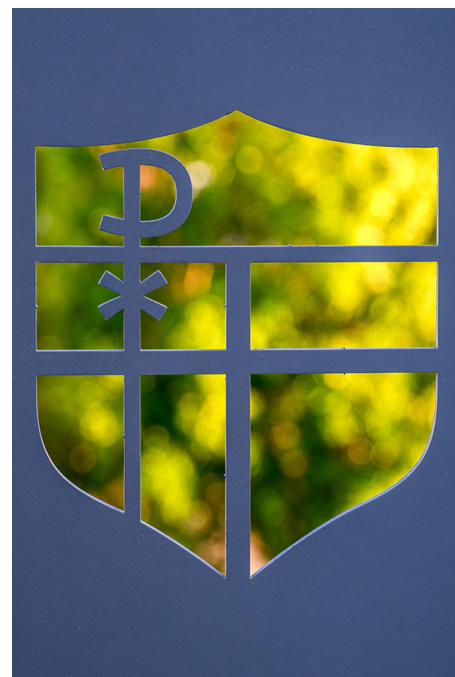
All Saints Episcopal Day School, a vibrant and growing pre-kindergarten through eighth-grade school in Phoenix, Arizona, seeks an experienced and strategic Chief Financial & Operations Officer (CFOO) to join their leadership team. The CFOO will play a critical role in overseeing the school's financial health, operational efficiency, and strategic planning. The ideal candidate will be a collaborative and mission-driven leader with a deep understanding of independent school finance and operations, a commitment to excellence, and a passion for supporting the school's mission and values.

Reporting to the Head of School, the CFOO will be responsible for a wide range of financial and operational functions, including budgeting, financial reporting, risk management, human resources, and technology. The CFOO will collaborate closely with the Head of School and the Board of Trustees to ensure the school's long-term financial sustainability and operational excellence. This is an exciting opportunity for a dedicated and experienced leader to make a significant impact on a thriving school community.



QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Independent school experience, preferred
- Non-profit experience
- Strong financial and operational acumen
- Trustworthy and ethical
- Team player
- Experience leading and managing a team
- Strong communicator
- High emotional intelligence
- Solutions oriented
- Strategic, big-picture mindset
- Calm under pressure
- Responsive
- Excellent time management skills
- MBA or advanced degree in finance or accounting, CPA a plus
- 10 years minimum experience in accounting and related financial fields, with positions of increasing responsibility
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, organizational strengths, competitive analysis, etc.
- Experience in human resource management, employee benefits (including pension plans), and payroll procedures.
- Ability to manage multiple projects and priorities simultaneously and provide perspective on complex organizations



HOW TO APPLY

All Saints' Episcopal Day School is seeking a Chief Financial and Operations Officer effective July 1, 2025 or sooner.

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Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- Cover letter expressing interest in this position
- Current resume/CV
- A list of five professional references

As the process moves forward, selected candidates will undergo a comprehensive evaluation process, and may be asked to complete a range of competency assessments.

Review of candidate materials will begin immediately. Candidates are invited to contact the consultants and to submit a resume and cover letter as soon as possible to:

Tim Viands
President and Founder
tim@indyschoolconsultancy.com

