



## **Director of Business Services**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

Cranbrook Schools seeks a highly skilled, strategic thinker for the **Director of Business Services** (DBS). Reporting directly to the Director of Schools and a member of the school's leadership team, the ideal candidate will be an experienced financial manager preferably with experience working in an independent school or similar nonprofit.

The DBS is responsible for overseeing the financial and business operations of the school and has direct supervision for employees that manage the Auxiliary Programs in the Schools. This is a highly visible role that requires effective leadership, management, and communication skills. Additionally, the DBS must work collaboratively with members of the school's leadership team in support of student programs and advancing the mission of the school. The role requires the ability to work as part of a team and a desire to participate in the life of the school community.

Cranbrook Schools is a division within the larger and highly complex Cranbrook Educational Community (CEC). The DBS works collaboratively with CEC Offices including Finance, Human Resources, Facilities, Risk Management and Security. The schools and CEC currently have a strong financial position due to thoughtful and prudent decision-making and leadership and the incoming DBS will be tasked with building on this financial position while also advising the school in strategically deploying its resources in innovative and creative ways.

### **Responsibilities Include, but are not limited to:**

- Acts as the key school employee to manage and coordinate all business operations with the Cranbrook Educational Community including:
  - Manage the school's fiscal operations including the support of school administrators throughout the year to manage budgets and costs. Also work collaboratively with school administrators and CEC to develop annual budget parameters and detailed budgets.
- Faculty contracts - coordinates and support Division Heads to hire new faculty, renew faculty contracts annually, and to facilitate changes in faculty throughout the year.
- School staff - coordinates and supports Director of Schools and other administrators to manage other school staff including hiring or other changes in staff.
- Student accounting, management of student accounts receivable.
- Business functions including accounting, purchasing, information technology and risk management.
- School plant operation including repairs, maintenance & renovations needs with division and department heads.

- Change and improve policies and procedures pertaining to the financial and business operations, communicate and implement changes.
- Coordinate Finance Committee meetings with the Director of Schools and Finance Committee Chair.
- Serves as the primary contact for data compilation and data entry for independent school organizations such as INDEX, NAIS, NBOA or other.
- Oversee insurance programs specific to schools including tuition insurance and student health insurance.

**Requirements:**

- A strong desire to work at an independent school or nonprofit entity.
- Master's degree in Accounting or Finance preferred.
- Minimum of five years of school or other non-profit experience in finance.
- Work independently and work cooperatively with students, staff, parents, and community.
- Strong analytical skills including the ability to make decisions that require a high level of problem-solving skills.
- Proficient in use of personal computers including spreadsheet software, data base application and other technical skills.
- Excellent oral and written communication skills
- Maintain attendance, punctuality, and performance standards as set for in Cranbrook's employee handbook.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment) **(Please note that a fully completed employment application is required for consideration)**