



## **Business Administrator for White Mountain Waldorf School**



### **HISTORY OF THE SCHOOL**

In the winter of 1984, a small group of parents and friends in the Mount Washington Valley recognized that a meaningful education is dedicated to awakening the faculties that lie dormant within each child.

One member of this original group of parents, Dr. Michael Glick of Ossipee, was familiar with the Waldorf School Movement which was initiated by Rudolph Steiner in 1919 and is based on the conviction that a truly holistic pedagogy should encompass the education of the heart, hands, and mind.

Dr. Glick arranged to have several trained and experienced Waldorf teachers travel to the Conway area. Over a period of many months these educators gave talks and workshops about Waldorf Education. Naturally, the question of how to start a Waldorf School came, and the dedicated group of parents and families were inspired to begin the White Mountain Waldorf School.

Within a year, an Early Childhood Program serving 15 children had been developed. Through an energetic spirit and an abundance of love and enthusiasm, the school has grown to over 75 students.

Officially founded in 1984, the White Mountain Waldorf School is a nonprofit school, located on a 75-acre campus in Albany, NH offering programs from nursery through Kindergarten, elementary, and middle school through grade 8.

Creativity and a desire for learning through an education that balances academic, artistic and practical life skills are instilled and prioritized. Teachers serve and develop each child's ability to think with clarity, feel with compassion and act with purpose and social responsibility.



## MISSION

The White Mountain Waldorf School instills creativity and a desire for learning, cultivates social responsibility and personal integrity, and supports the home and greater community.

## SCHOOL STRENGTHS AND CHALLENGES

As with any dynamic and evolving institution, White Mountain Waldorf School enjoys strengths and confronts challenges. The school's faculty is extraordinary and employee retention is high. The academic and extracurricular programs are well developed and strong. Students rise from our Grade 8 and succeed in the most rigorous programs at public and independent high schools across our region and beyond. The school's efforts will benefit from increased funding, targeted communications, outreach and consistent messaging that effectively tells the powerful story of a modern Waldorf education in an often-chaotic society. The school has developed an educational program that receives positive reviews from the families it serves. But there is more to be done, especially at the early childhood levels. Funding for the program should be increased and resources expanded. A concerted and sustained effort in this realm will continue to be a priority.



## POSITION

The Business Administrator works out of the anthroposophical impulse of Waldorf education to embody, manifest, and advocate the mission of the school. The Business Administrator works collaboratively to guide all aspects of the administrative management and financial operations of White Mountain Waldorf School.

Most aspects of this position are outlined below. This is a leadership position, and as such, duties and responsibilities outside the description below will present themselves. The WMWS Business Administrator will possess the resourceful, collaborative, solution-oriented mentality to rise to these occasions and act in the best interests of the WMWS, its students, faculty, parents, and other stakeholders.

### **Authority:**

- The Business Administrator possesses superior emotional intelligence and interpersonal awareness. She or he must manage people within the organization, market to an outside community, navigate parents and students through academic and disciplinary challenges, raise money from donors, large and small, delegate, and know when to assume control. Outstanding listening and communication skills, compassion, respect, and tolerance are all requirements of the job.
- In collaboration with the Pedagogical Administrator and staff, the Business Administrator fulfills and implements the policies, procedures, and strategic goals created and agreed upon by the Board of Trustees.
- The Business Administrator has the authority to propose new or revised policies to the Board of Trustees at his/her discretion and to provide the Board various scenarios and possibilities for the Board to consider as it focuses on the strategic future of the school.
- The Business Administrator directly manages, supervises and evaluates all of the members of the Administrative Staff and has the authority to hire and terminate the Administrative Staff.
- Within the approved budget, the Business Administrator has final approval of all suppliers and vendors, outside contractors, purchase orders, cash expenditures, and expense reimbursements.
- Together with the Pedagogical Administrator, the Business Administrator has the authority (and responsibility) to bring any relevant matters that he or she deems worthy of consideration to the attention of the Board of Trustees and Leadership Council.
- Together with the Pedagogical Administrator, the Business Administrator shall approve all official communications based on event and supervisory realm of duties.
- The Business Administrator has the ability to translate the Board's strategic plan into measurable goals, and to devise the tactics to achieve them.

### **Responsibilities:**

- The Business Administrator is responsible for articulating the vision for the White Mountain Waldorf School and its future, ensuring sustainability and financial advancement.

- A demonstrated ability to manage organizational finances and budgeting, including management of internal personnel policies and legal compliance.
- The Business Administrator will ensure that the school's Admissions, Enrollment, and fundraising goals are met.
- The Business Administrator will ensure reciprocal communication between the Board of Trustees and administrative staff, as well as mandated committees of the Board to include Building and Grounds, Safety, Development, Finance and Marketing.
- The ability to translate the Board's strategic plan into measurable goals and to devise the tactics to achieve them.
- Passion for the mission of WMWS and Waldorf Education.
- The Business Administrator is a permanent, non-voting member of the Board of Trustees and attends Leadership Council meetings on a case-by-case basis as requested by either the Leadership Council or the Board of Trustees.
- The Business Administrator is a non-voting member of all standing Board committees and attends those committee meetings as requested.
- The Business Administrator will effectively oversee and manage the above referenced committees, ensuring that minutes and mandates are up to date and that tasks are delegated at maximum efficiency.
- The Business Administrator is responsible for maintaining an up-to-date Employee and Parent Handbook with support from Leadership Council.
- The Business Administrator will ensure all HR files are within state laws and regulations.
- The Business Administrator will work closely with and support the Board of Trustees in making sure by-laws are up to date, and Board documentation is organized and accessible.
- The Business Administrator maintains the authority to outsource and delegate tasks based on approval of the finance committee and related to the needs of the school.
- The Business Administrator is responsible for overall safety of building and grounds, maintenance, safety training, licensing requirements, taxation requirements, and 501(c)(3) status.

**The Business Administrator oversees and/or delegates all items in the following areas:**

**BUDGET AND FINANCE:**

- Oversees financial matters, identifies potential issues or opportunities and recommends Board action or implements appropriate action if within Board policy and guidelines.
- Ensures that school's expenditures are within the approved budget. Monitors accounts receivable payable and ensures timely payment.
- Within Board policy and guidelines, ensures effective practice for managing the school's budget and finances.
- Accounts Payable – Proficient in QuickBooks, and Microsoft Excel. Follows the budget and pays the bills according to finances available. Provides reporting of current budget and Profit/Loss to the finance committee. Prints report of payments to be made, with approval of either the pedagogical administrator or treasurer. Goal of managing funds in a fiscally responsible manner.

- Accounts Receivable – Manages student accounts, collections, billing for additional services/care in a timely fashion. Works closely with aftercare and additional services to provide accurate and current billing practices. Works closely with families in arrears to bring their accounts to current.
- Registers new students – signs up for automatic tuition payments, communication, and volunteer services. Connects volunteers with needed receptionist time, administrative tasks, and support.
- Approves, collaborates, and evaluates suppliers and vendors, outside contractors, purchase orders, cash expenditures, and expense reimbursements.
- Works closely with the treasurer and/or bookkeeper to determine all funds accountable and allocated accordingly.

#### **STUDENT RECRUITING & RETENTION:**

- With the support of the Marketing Committee and the Pedagogical Administrator, the Business Administrator bears overall responsibility for maintaining the school's admissions and maximizing enrollment.
- An understanding of, and proven experience in, effective marketing and recruitment strategies and tactics.

#### **DEVELOPMENT & FUNDRAISING:**

- With the support of the Development Committee and the Pedagogical Administrator, the Business Administrator bears overall responsibility for reaching the school's annual fundraising goals.
- Comfort and dexterity with the art of major-donor campaign development and execution.

#### **SCHEDULING:**

- Works with the Pedagogical Administrator to ensure that all-school festivals and events are calendared, coordinated, and communicated in a manner that supports the orderly operation of the school.
- Ensures that the school office is continuously staffed from 7:30am to 3:30pm each day school is in session.

#### **COMMUNICATIONS:**

- Works with the Pedagogical Administrator (when necessary) to resolve and mediate conflicts that arise among students, teachers, and parents.
- Serves with the Pedagogical Administrator as the face of the school.
- Works with the Pedagogical Administrator to ensure the consistency, accuracy, and quality of external and internal school communications.
- With the Pedagogical Administrator, works in a proactive manner with all constituencies of the school to promote a positive social environment.
- Meets regularly with Board Chair to identify Board of Trustee agenda items.
- Possesses a facility for effective digital communication.
- Ensures up-to-date and relevant information is presented on the school's website and that the website is running effectively, whether directly or delegated or outsourced.
- Oversees social media and marketing efforts.

**ACCOUNTABILITY:**

- The Business Administrator is hired by and reports to the Board of Trustees.
- The Business Administrator is accountable to the Board of Trustees through the following actions:
  - Bringing agenda items to the Board of Trustees.
  - Working collaboratively with the Board of Trustees.
  - Implementing Board of Trustees' policies and decisions.
  - Reporting to the Board of Trustees.

**REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

- At least five years of experience in managing the business/finance function of a moderately complex organization. Finance experience in the nonprofit world is preferred.
- Thorough experience in managing budgets.
- Experience in at least three of the following areas:
  - Enrollment management
  - Fundraising
  - Grant Writing
  - Donor Development
  - Marketing
- Demonstrated history of growth and development in candidate's career.
- Proficiency with spreadsheets, databases, desktop publishing, word processing, and related technology areas.
- Ability to balance competing demands and satisfy the conflicting needs of multiple constituencies with tact, diplomacy, and humor.
- Exceptional oral and written communication skills and interpersonal skills.
- Ability to work effectively to resolve conflict and facilitate consensus.
- Ability to convert strategies into effective operational activities and achievements in a timely manner.
- Proven experience in mentoring, supervising, and managing people.
- Ability to work collaboratively with the Board, faculty, staff, students, and the general public.
- Demonstrated ability to set priorities and maintain accountability.
- Bachelor's degree in Business Management or relevant field preferred.

The Business Administrator works full-time, year-round. This position has 15 vacation days and 5 sick days per year. It includes 500 dollars medical reimbursement, remission, and professional development assistance.

TO APPLY: Please send a letter of application, three written references from people familiar with your work, and a short autobiography with your resume. Please email your information to [wmwsjobs@gmail.com](mailto:wmwsjobs@gmail.com), or mail to  
White Mountain Waldorf School, PO Box 1069, Conway, NH 03818.