



## Job Posting: Director of Finance & Advancement

Job Posted 2017-03-04 Interviews Begin 2017-03-23

**Free Horizon Montessori**  
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Golden, CO 80401

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FreeHorizonMontessori.org

*Montessori for the 21st  
Century: A Place to Learn,  
A Place to Belong.*

### Mission:

Through the Montessori philosophy, we inspire every child to learn and grow in a collaborative, peaceful, and safe environment.

### Vision:

We seek to transform our community by developing students who pursue their full potential, understand their global responsibilities, and respect others, self, and the environment.

### Who We Are & What We Value:

Free Horizon Montessori, a public charter school serving children in preschool through 8th grade, is a richly diverse community nestled in the foothills of Golden, Colorado. We are a growing school with 410 students and a strong, supportive parent body and passionate, committed faculty. At Free Horizon Montessori, we value educators who ignite passion, spark curiosity, and inspire children as they learn and grow into responsible global citizens. We are dedicated to supporting students in developing into independent, respectful, and responsible leaders and learners. We view education as a partnership between the student, family, school, and community and seek professionals willing to invest in our pursuit of excellence. Our faculty enjoys a shared leadership model wherein all staff members are encouraged to contribute ideas and incite positive change. Does this strike a chord in you? If you embrace life-long learning, demonstrate maturity, and engage in a collaborative approach to education, we invite you to apply.

### Administrative Philosophy:

Our administration works as a cohesive, collaborative team in assuring smooth daily operations of the school, fulfilling requirements of our charter agreement, and providing educational opportunities that are aligned with our Mission, Vision, and Values. Our administrative team utilizes facilitative leadership and servant leadership principles, encouraging each individual member in all positions to contribute in vital, meaningful ways to the success of the school. We are currently accepting letters of interest and resumes for a Director of Finance & Advancement for the 2017-18 school year. We seek a friendly, passionate, dedicated, collaborative professional who is committed to supporting 21st Century Montessori in the public education sector. Ideally, the candidate could be available for flexible part-time, transitional on-boarding and training beginning spring 2017.

### Position Description & Application Instructions:

We are seeking an experienced Director of Finance & Advancement (DFA) to oversee all financial, contractual, and capital planning aspects of our organization. The ideal candidate will hold a bachelor's degree in Finance, Business or Public Administration, Non-Profit Management, or closely related field. The candidate should bring impeccable organizational, communications, and financial skills. This person must possess the highest ethical standards, strong work ethic, and the utmost discretion in maintaining confidentiality, as well as the ability to work successfully with both students and adults, including colleagues, parents, and extended community members. Experience with fund accounting, budget development and oversight, financial forecasting, contract development, project management, and grant seeking/development is desired. Our ideal candidate will possess strong oral and written communication skills, be able to manage frequent interruptions and changing demands in our fast-paced, student-centered environment with grace and good humor, and demonstrate successful adaptability to prioritize work in order to meet deadlines and desired outcomes. We are seeking someone who is skilled in GAAP and financial reporting, highly proficient in Microsoft Suite, particularly MS Excel, and Google applications, and who possesses the ability and desire to learn and work adeptly within varying applications as required by our school and Jefferson County School district, including PeopleSoft accounting software. Our DFA is a key member of the Finance Committee and Facilities Committee, sub-committees of our Board of Directors. As such, occasional early morning and evening meetings are required. Key responsibilities include leading the annual budget development process, financial systems best practice oversight, financial transparency and reporting compliance, contract management and vendor oversight, and short and long-term capital planning. The DFA will work closely with the Principal, Director of Operations, Facilities Manager, and Board of Directors to establish long-term strategy and short-term implementation of Free Horizon's growth and management plans. The DFA may supervise up to 3 non-instructional school administrative and support personnel as direct reports.

If you have the heart, knowledge, and experience to succeed in this role, we invite you to submit a

letter of interest and resume as part of the application process through the AppliTrack system.  
<http://www.applitrack.com/freehorizon/onlineapp/>

**Compensation:**

Free Horizon Montessori offers a comprehensive compensation package including competitive salary, PERA retirement contribution, contribution toward health, dental, and vision insurance, paid leave time, professional development support, and more. It also offers the opportunity to be an integral part of a caring, community committed to supporting individual growth for students and staff alike. Free Horizon Montessori is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination toward any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.