



Position Announcement and Description: Chief Business Officer

Position Summary:

Veritas School, a rapidly growing K-12 independent school in Richmond, Virginia, seeks a respected and experienced leader to serve as Chief Business Officer (CBO). Reporting to the Head of School, the CBO provides strategic leadership to support the mission of the institution and will serve as the School's financial and operational leader. The CBO is responsible for Veritas's business office, HR, building and grounds/maintenance, IT, and risk management.

About Veritas

Founded in 2000, Veritas has over 75 full and part-time employees, 525 students with anticipated growth to 650 over the next five years, an annual budget of \$6 million, six historically significant buildings over sixteen acres (with additional acquisition planned), over 100,000 square feet of space in current operation and ten varsity sports. Averaging 15% growth over the past five years, Veritas is a healthy and thriving school community.

Essential Functions and Responsibilities

- § Oversee the financial and support operations and personnel.
- § Oversee the capital budget and facility master plan, including real estate and facility acquisition, management, and maintenance.
- § Manage key administrative and financial relationships, including financial institutions, legal counsel, neighborhood interests, tenant, landlord, vendors.
- § Manage the human resources functions of the school.

The ideal candidate will be a financial and administrative professional with a collegial leadership style and a strong capacity for critical business thinking. The role will require a leader who is able to manage effectively in a highly collaborative organization and has a personal style that inspires confidence and respect. Ideal candidates should bring the following qualities:

- § A deep Christian commitment
- § Successful experience in managing the business functions a complex organization
- § Excellent analytical, problem-solving, organizational and communication skills
- § A personality and style that is grounded in partnering and collegiality
- § Unimpeachable integrity and high standards of excellence
- § Intellectual curiosity and nimbleness; an openness to ideas
- § Excellent judgment and decision-making skills tempered with flexibility and adaptability
- § The ability to delegate without losing touch; strong team-building skills