



## **LOYOLA HIGH SCHOOL SEEKS A VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

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### **HISTORY**

As the oldest continuously run educational institution in Southern California, Loyola High School remains committed to providing a rigorous Jesuit Catholic College Preparatory education to a diverse group of young men who leave the school prepared for lives of leadership and service to their community. Founded in 1865, Loyola became a Jesuit institution in 1911, and the Jesuit philosophy of educating the whole person is the guiding principal of the school today.

Our student body of 1,250 young men represents an unusually strong diversity of ethnicity, socio-economic background and geography, and mirrors the diversity of the Los Angeles area. Loyola shares primarily in the educational mission of the Society of Jesus (Jesuit) order within the context of the Catholic Church, although we embrace and are enriched by students from other religious traditions as well. Loyola High School prepares young men to be adult persons of conscience and character, with a highly developed intellect that is molded through wisdom and action, all of which forms them to become “men with and for others,” the school motto. This formation then propels them forward into the world to serve unselfishly in order that the universal goals of goodness, truth, and justice may be shared by the whole human family.

Loyola is a community in every sense of the word – in our commitment to the formation of these young men we are privileged to serve the world in many ways: through our active alumni association that embodies the philosophy of “Cubs for life,”; through our dedicated and extraordinarily talented faculty and staff; and through our partnership with generous and visionary parents, donors and friends.

### **THE LEADERSHIP**

Leading Loyola for the last 15 years is President and alumnus Rev. Gregory M. Goethals, S.J.,’73. Under his direction Loyola has successfully completed two major capital campaigns. The first capital campaign raised \$75 million and included the financing and construction of the William H. Hannon Science Hall and the Frank and Frances Adolf Classroom Building; the acquisition and closure of streets surrounding campus; the acquisition of strategic and contiguous properties around the campus in an effort to expand the Loyola footprint in our neighborhood for both present and future use (an ongoing process); and the intentional growth of the endowment for Loyola to its present size of over \$81 million. The second campaign has raised \$27 million toward its \$34 million goal to construct a new multipurpose facility known as Caruso Hall.

The growth of the endowment is a continual goal and priority for Fr. Goethals – as the price of a private Jesuit education continues to escalate, Loyola’s endowment growth will help to offset that escalation as Loyola seeks to offer an affordable educational experience.

### **THE OFFICE OF FINANCE AND ADMINISTRATION**

Loyola’s Office of Finance and Administration consists of collaborative individuals passionate about Loyola and its rich traditions. The professionals that lead these business functions devote their time and energy to being the architects of the School’s business foundation and scaffolding. The team is committed to a collaborative, relationship-based culture, and they possess a deep love and appreciation for the institution.

Success for the new Vice President will, in part, be defined by an ability to engage with the Loyola community from academics to fundraising, and from employment to technology. The VP will contribute to Loyola with foundational and financial knowledge as well as demonstrate effective leadership visible throughout the campus and community. With a commitment to the financial stability of the school, and in keeping with the mission and core values of the institution, the VP will develop meaningful and strategic frameworks to support and enhance Loyola's financial stronghold, and enables the School's faculty and staff to access the resources they need.

Under the general direction of the President, the Vice President will work closely with the Board of Directors, Finance, Audit and Investment Committees on budgets, revenue streams, and overall financial performance. The VP provides strategic and operational leadership for all administrative and business functions of the School including finance & accounting, human resources and technology as well as managing relationships with outside counsel, financial advisors, banks, and audit firms. The VP must enjoy building and managing a team, be creative about solutions, have solid experience working in a diverse office environment and possess an affinity for last minute challenges.

## **THE VP FOR FINANCE AND ADMINISTRATION**

Loyola's Vice President for Finance and Administration will possess the professional experience and credentials, and possess the personal qualities necessary to successfully perform the job.

### **Experience, Credentials & Duties**

- Bachelor's degree in accounting, finance or economics from an accredited university, advanced degree, or CPA is highly desirable although current enrollment toward an advanced degree may be considered.
- A minimum of 10 years' experience as CFO or similar, with broad finance experience, ideally beginning in public accounting, followed by at least 5 years in financial leadership positions in a foundation or not-for-profit organization, (preferably in an academic/school environment) with a budget exceeding \$35 million.
- Experience and demonstrated ability partnering with department heads and senior staff, resulting in the development and implementation of functional level and creative financial management strategies.
- Solid understanding of GAAP as it relates to foundation and nonprofit accounting practices and standards, including contracting, grant accounting, compliance, reporting, and managing diverse and complex revenue sources.
- Substantial experience working with independent audit firms, financial systems and managing finance (accounting, budgeting, control, and reporting)
- Extensive experience with investment oversight, socially responsible investing, and significant work with endowments, restricted gifts and donor advised funds.
- Possess a demonstrated track record of maintaining strong and productive relationships and working with Boards and advisory committees.
- Experience with working perspectives in both, the for-profit and non-profit worlds.
- In depth experience supervising a seasoned staff of diverse professionals across business operations platforms and working collaboratively in a team centered environment.
- Experience partnering with operations professionals regarding considerations relating to effective implementation and usage of new systems, and software platforms.
- Provide financial strategic advice to school leadership, and the Board's Finance, Audit, and Investment Committees to determine current and future planning and projections.

- Excellent knowledge and use of windows-based and web-hosted computer platforms including G-Suite and MS Suite (Word, and Excel), Blackbaud products including Financial and Raiser's Edge, general ledger, and Paycom HRIS.
- Provide strong leadership to and oversight of Loyola's business functions.
- Basic understanding of the workings of information technology and the importance of network and systems security and reliability.
- Basic understanding of the human resources function, employment law and compliance.

#### Personal Qualities

- Have a sincere interest in and passion for the mission of the school; a deep appreciation for the history, achievements and aspirations of Loyola and the ability to effectively articulate the President's vision and the mission of the School to a diverse audience.
- Embrace a work ethic that demonstrates a commitment to Loyola's core values which include belief in and intentional effort toward imbuing: Faith - Jesuit/Ignatian Spirituality - Formation of the Whole Person - A World Affirming Perspective - Diversity - Scholarship – Service and Leadership.
- Possess a healthy respect for tradition, embrace patience with others and oneself while learning new concepts and recognizing others gifts and talents.
- Possess the highest level of personal integrity, professional ethics and trust; and exhibit the credibility, maturity and sophistication to effectively engage and partner with key internal and external stakeholders; the political savvy and flexibility to navigate a complex academic community, and possess the innate desire and ability to build bridges and strong collaborative relationships; be a strong and proactive leader who possesses exceptional judgment, and a sense of urgency.
- Have exemplary interpersonal and listening skills; impeccable attention to detail; superb follow-through; charisma and work ethic coupled with a sense of humor.
- Energy and interest to become an admired and respected colleague, manager and leader.
- Proven ability to be successful at setting strategic direction toward achieving ambitious financial and leadership goals.
- Strong yet balanced analytic and abstract reasoning, problem-solving and organizational skills.
- Be an inherent strategic thinker, well-organized both personally and professionally, with an ability to give focus to personal and team energies on strategic priorities.

#### **FINANCIAL INFORMATION**

Loyola's total operating budget is approximately \$35 million for fiscal year 2021. The School's endowment funds aggregate \$81.5 million. While good fiscal management and generous philanthropic support ensure that the School is in a strong financial position and poised for future both growth and success, there is tremendous strategic opportunity for growing Loyola's endowment as the cost of education rises and the need for financial aid becomes even greater.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS**

This opportunity involves sometimes long hours, a personal commitment to Loyola's mission and professional dedication to the inner workings of the schools' financial and business services segments. Consistent interaction with people in every facet of the job should be anticipated. Managing the complexities of a diverse team of professionals as well as competing financial interests of the school can be very challenging and highly rewarding. During a pandemic there may be a portion of the job duties may be performed remotely and in-person.

## **THE PROCESS**

Inquiries, nominations, and applications, including a cover letter, resume, portfolio of significant financial and operational accomplishments, as well as a list of professional references, should be sent electronically to Ms. Kerry Katz, Loyola's Director of Human Resources, at [kkatz@loyolahs.edu](mailto:kkatz@loyolahs.edu).

Loyola High School of Los Angeles is a Jesuit Catholic institution and celebrates its long standing educational traditions founded on social justice and ethical values. As such Loyola welcomes applicants from all faiths and traditions so long as they are able to contribute to its mission. Loyola offers a competitive salary commensurate with experience and an excellent benefits package including medical/dental/vision/life/LTD, 403b retirement plan; vacation/sick/personal days and paid holidays. Loyola is committed to the principles of diversity and inclusion, and encourage all qualified persons to apply. As an Equal Opportunity Employer we do not discriminate against minorities, females, protected veterans, individuals with disabilities, or on the basis of sexual orientation or gender identity.