



# Hampton Roads Academy

Director of Finance and Operations

*July 2026 or earlier*

## Position Overview

Hampton Roads Academy is seeking an energetic and experienced leader to serve as the school's next Director of Finance and Operations. The position will begin July 1, 2026, or earlier, depending on the candidate's availability.

The Director of Finance and Operations serves on the Head of School's Senior Leadership Team and performs administrative and supervisory work in the non-academic operations of the school. This includes budget preparation, financial management and reporting, purchasing, event planning and management, student transportation, the food service program, and facilities. He or she works closely with the Head of School to ensure the operational success and educational goals are in sync with the fiscal goals of the school.

The Director of Finance and Operations is a full-time, salaried position with a 12-month work schedule. The DFO will report directly to the Head of School.



## The School

Hampton Roads Academy, an independent school serving Pre-K through 12th grade in Newport News, VA, is recognized for its dedication to academic excellence, a supportive environment, and a holistic educational approach. Established in 1958, the school emphasizes five core values: helping students identify the best in themselves, promoting growth through diverse opportunities and challenges, developing leadership capabilities through various programs including student government and community service, encouraging students to strive for continuous improvement, and establishing strong moral roots to prepare students to handle any situation that they may encounter.

## Hampton Roads Academy Mission

Hampton Roads Academy, an inclusive community of service and compassion, prepares students to excel intellectually, artistically, physically, and morally in higher education and in life.





## Performance Objectives

The new Director of Finance and Operations will join a highly regarded school that enjoys stability, strong leadership, and a clear vision for its future. The following will be important considerations for the new DFO.

### Strategic Planning & Long-Range Financial Plan

The DFO serves as a strategic partner with the Head of School and Board leadership, modeling scenarios and projections and evaluating benefits and costs of initiatives under consideration, and he or she plays a key role in ensuring the finances and operations support the school's mission and core values. In this role, the DFO will ensure that the short- and long-term financial ramifications of all decisions are considered and will provide decision-makers with the information needed, including key metrics and what-if scenarios, to assess and maintain HRA's financial sustainability.

Primary responsibility for developing and maintaining an updated long-range and sustainable financial plan rests with the DFO. In addition to having an entrepreneurial mindset and strong financial acumen, he or she will be adept at recognizing and pursuing growth opportunities, identifying and solving problems, and working collaboratively with the Head of School and Board of Trustees to bring these priorities to fruition.

### Stakeholders' Expectations and Needs

The DFO serves as a key member of the school's leadership team and, as the overseer of the school's finances, he or she will play a pivotal role in managing all stakeholders' requests for funding. A key member of the senior administrative team, the DFO will maintain positive working relationships with all administrators and will set as a priority communicating need-to-know financial information. Additionally, the DFO will be responsible for managing the day-to-day, non-pedagogical operational functions at HRA and will ensure operational policies and procedures are in keeping with best practices in independent schools.

### Business Office Oversight

The new DFO will assess the current staff workload to ensure the Business Office operates efficiently, cohesively, and meets the needs of the school's constituents. Additionally, the new DFO will review and make any necessary changes to current procedures.







## Qualifications

- Master's degree in business, finance, or a related field, or equivalent experience
- A minimum of five years of experience in a financial and business leadership position is required, and experience as a CFO, Director of Finance and Operations, Controller, or Assistant CFO/Controller/Business Manager at an independent school is a plus
- Strong financial acumen and skills in analyzing, interpreting, summarizing, and presenting data
- Ability to set priorities, organize, analyze, work independently and with multiple constituencies, meet deadlines, problem-solve, and think strategically
- Knowledge of defining, implementing, and revising operational policies and guidelines
- Familiarity with financial management software
- Experience in working with human resources to develop and implement staff evaluation parameters
- Effective interpersonal, oral, and written communication and listening skills
- Open and collaborative management style and the ability to inspire and motivate employees through positive encouragement
- Upholds confidentiality and adheres to high ethical standards and integrity in financial and operational practices



## Responsibilities

- Develops and implements financial and capital strategies that support the school's mission and strategic priorities
- Oversees financial operations and business office functions, including annual budget and financial reporting to the Head of School, Board of Trustees, and other executive-level committees
- Serves as the financial liaison to the Board of Trustees, including the Finance and Buildings & Grounds Committee
- Ensures the school's tax-exempt status and compliance with federal, state, and local laws and regulations
- Oversees administration of the school's endowment funds
- Maintains accurate budgets and financial forecasts, prepares financial statements, and reports the school's financial affairs to the Head of School and Board of Trustees
- Manages school operations, including vendors, personnel, maintenance, housekeeping, grounds, and transportation
- Establishes and maintains strong relationships with banks and lenders to ensure secured funding for the needs of the school and compliance with any terms of debt service
- Oversees and manages employee benefits program, including health insurance, retirement, worker's compensation, life insurance, and other related plans ensuring compliance with local and state requirements
- Collaborates with the Admissions Office to effectively allocate need-based financial aid to qualified students and assist with enrollment management
- Oversees food service program and dining hall activities in partnership with the Executive Chef
- Coordinates with the Director of Facilities to plan the efficient upkeep and maintenance of the school, including custodial and maintenance services and building security
- Performs other duties as assigned by the Head of School



## How to Apply

For consideration, interested candidates should send a current resume and a cover letter explaining their interest and qualifications for this leadership position to Head of School James Lasley at [headofschool@hra.org](mailto:headofschool@hra.org).

Questions about this opportunity may be directed to Mr. Lasley.

**The new Director of Finance and Operations will begin work on July 1, 2026 or earlier, depending on the candidate's availability.**