



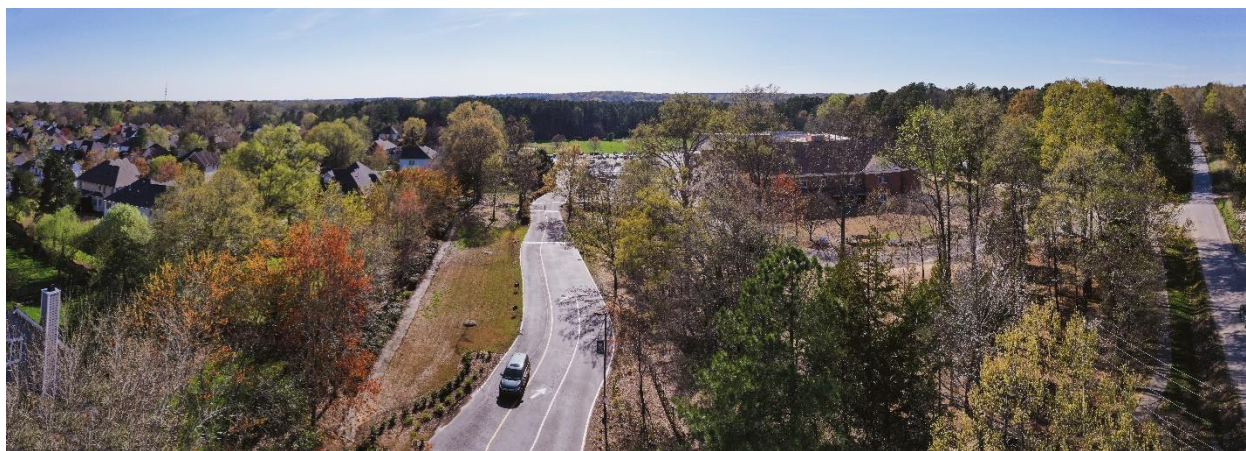
DIRECTOR OF FINANCE AND FACILITIES

OPPORTUNITY PROFILE



OVERVIEW

Trinity School is a place where its teachers and staff sense a deep call to serve Christ by offering their vocational gifts and skills to put the school's distinctive mission into practice. The ethos of the school is shaped by its motto, "Non Nobis," from the Latin of Psalm 115:1: "Not to us, Lord, not to us, but to your name be the glory." We seek to offer our gifts, experience, talents, and resources to the glory of God. We are praying now that God is working in the heart of the person whom he will call to be our next Director of Finance and Facilities.



Trinity is an independent, board-governed, non-covenant Christian school. This means that we are not officially affiliated with any particular institution, denomination, or church; that our viability and mission-faithfulness depend on God's grace through the leadership of the school (board and administration); that we are serious and sincere about our Christian faith as it is integrated into the education of our children; and that we are open to families who follow Christ and those who do not.

Trinity is a thoughtful place. We believe that God created us with minds and hearts to know and love him, and that the calling of a school is especially to be a place where Christ is honored in the ways we ponder, wonder, imagine, think, and speak.

Trinity is also a place where we practice what it means to be created in God's image. We play, we create, we sing, we build, we serve—and all this Non Nobis.

Our next Director of Finance and Facilities will, with God's good help, be a person who brings this thoughtful and generous spirit of discipleship to his or her work of leading Trinity.

This is a vitally important role at the school, and we look forward to a partnership that takes Trinity into the next exciting chapters of its growth as a school.



THE MISSION

The mission of Trinity School is to educate students in transitional kindergarten to grade twelve within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried curriculum; and communicating truth, goodness, and beauty.

Trinity School welcomes all truth as God's truth. This perspective promotes unfettered inquiry in which all subjects may be studied, and all questions asked. At the same time, Trinity strives to understand and adopt God's interpretation of every aspect of life, integrating all subjects in a unified perspective that is thoroughly Christian and consistent with the scriptures. Trinity emphasizes rigorous, critical thinking as part of the discipleship of the intellect; cultivates a lifelong love of learning; and exposes students to the great conversations and traditions of Western culture as well as to other cultures.

Trinity School steeps its educational process in goodness, one that develops the moral imagination, teaches virtuous habits, and awakens in students a vibrant love for God and neighbor. Most importantly, Trinity hopes to plant and tend the seed of faith in Jesus Christ, without which true goodness is impossible, and to shape that faith into deep spirituality and Christian character. By practicing such habits as fairness, humility, truthfulness, self-control, perseverance, courage, and compassion, Trinity students prepare for benevolent engagement with the culture at large. Providing such a moral education is arduous work, accomplished by precept and praise, but above all by example, told from history and literature, and lived by parents, teachers, and school leaders.

Trinity School nurtures an appreciation for reflections of God's glory and beauty in nature, in the arts, in culture, and in human relationships. At Trinity both aesthetic discernment and imaginative expression are important aspects of education. Trinity exposes students to sublime expressions of beauty, cultivates the imagination, and strives to develop in every student the ability to re-express God's beauty in creative ways.

ESSENTIAL VALUES

All those who teach at Trinity School or serve on its Board of Trustees must demonstrate a life-transforming Christian faith and be members in good standing of a Christian church. Trinity School is open to the community at large. Its student body should be racially, economically, and socially diverse. It welcomes students from non-Christian families. Through such means as community service, public speaking, deliberative assembly, and exposure to non-Christian viewpoints, education at Trinity School aims to train students to participate in and transform the society in which they live. By crafting a pedagogy that is developmentally sensitive and appropriately challenging, Trinity seeks to honor each student as a responsible and maturing bearer of God's image. Trinity will always strive for a



godly balance between a challenging academic program and the demands of family life. To carry out its mission, Trinity School must have an atmosphere of love, kindness, orderliness, joy, and excitement—an atmosphere in which meanness is not acceptable, students recognize and respect authority, and a vibrant love of learning is fostered.

ABOUT TRINITY SCHOOL

- **Property:** Trinity School is located at 4011 Pickett Road in Durham, North Carolina. Trinity's 22-acre campus is bordered by the New Hope Creek nature corridor and trail connecting the Jordan Reservoir property and Duke Forest.
- Trinity is a nondenominational Christian TK–12 school accredited by Christian Schools International and the Southern Association of Independent Schools and is a member of the North Carolina Association of Independent Schools.
- A governing board of fourteen people is entrusted with keeping the school true to its mission and ensuring the viability of the school. The board hires the Head of School as its only employee.
- The school has a faculty and staff of about 125, including full- and part-time teachers, teacher assistants, staff, and coaches.

ENROLLMENT	MOTTO	MASCOT	COLORS	BUDGET
558 students 2021-2022 academic year	Non nobis, Domine <i>"Not to us, Lord"</i>	Leo the Lion	Blue and Gold	\$9.741M (current)

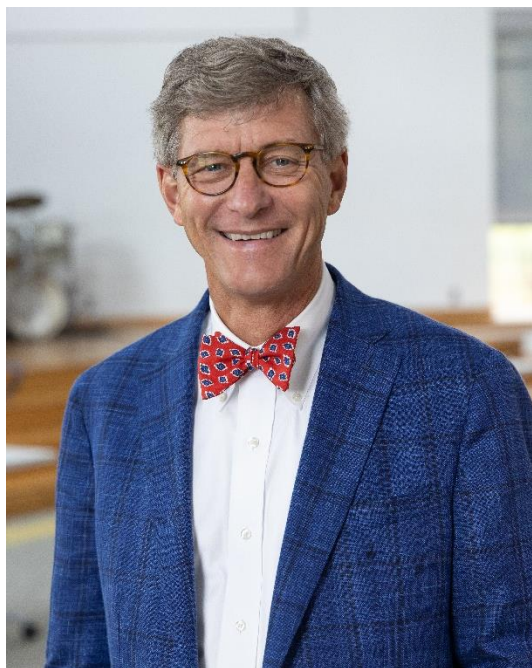


HISTORY

From 1995, when Trinity opened its doors to its first group of 39 K–4th graders, to its first major building project in 2001, to the launch of the Upper School and the building of the Blake Hubbard Commons in 2006 and 2015, respectively, to weathering the pandemic with strength and courage and celebrating the opening of the Brent Clark Arts and Engineering Building (raising nearly \$7M), Trinity has continued to educate its students in truth, goodness, and beauty. The school has now graduated twelve classes of seniors and has over 350 alumni who have been blessed by Trinity’s distinctively Christian, classical, rich, and unhurried mission. Learn more about Trinity School’s rich [history](#).



TRINITY LEADERSHIP



Dr. Peter T. “Chip” Denton, Jr. – Head of School

The Head of School reports directly to the Board of Trustees and is responsible for the school’s day-to-day operations, including admission, hiring and evaluation of staff, curriculum, and financial administration. Dr. Denton taught middle school English and coached football and track at Memphis University School. He has also taught Greek at Trinity Evangelical Divinity School and Duke Divinity School. Dr. Denton served as Associate Pastor at the Church of the Good Shepherd before joining with others in 1995 to establish Trinity School. He became Trinity’s founding Head of School in 1996. With a B.A. in English from Emory University, an M.Div. from Trinity Evangelical Divinity School, and a Ph.D. in Religion from Duke University, Dr. Denton is a lifelong learner.



Jez McIntosh – Associate Head of School

The Associate Head of School has specific responsibility for internal and academic affairs and shares oversight of the entire school with the Head of School. Before coming to Trinity, Jez worked at a K-12 Christian school in Connecticut as Director of Enrollment Management and Director of Institutional Advancement. Prior to that he was the Director of Athletics at Castelleja School and Miss Porter’s School and worked in the athletic department at Stanford University. Jez has a B.A. in psychology from San Jose State University and an M.A. focused in coaching and athletic administration from Concordia University Irvine, as well as 20 years’ experience in independent schools.

THE CULTURE AT TRINITY SCHOOL

Trinity's "rich and unhurried" ethos permeates all aspects of Trinity's culture. Trinity's spirit is propelled by Dr. Denton and his team, but ultimately fueled by the community's deep love for God. The atmosphere at the school has a sacred quality to it. While the school focuses on strong academic fortitude, there is a kindness and gentleness in the day-to-day experience.



The administrative and faculty teams are out front at the carpool drop-off helping students both morning and afternoon. Students are greeted with a cheerfulness and welcoming that demonstrates the staff's love for the Lord, families, and each child. The halls are filled with sounds of busyness but also with peacefulness.



Children are thrilled to see their teachers, and teachers are comfortable when they see administrators. Everyone is genuinely excited and content in their daily life at Trinity. The administration and faculty are cohesive and appreciative of others' strengths (and quirks!). People are welcoming and inspirational—the staff at every level knows they have value and are invested in protecting the cultural environment. Differing ideas and opinions are expected and valued.



While the team is very hardworking, there is a caring easiness to their interaction. The team knows their part but is also willing to lend a hand, be it practical, spiritual, or emotional.



Distinctives of Trinity School

- The Framework of Christian Faith and Conviction
- The Classical Tools of Learning
- A Rich Curriculum
- An Unhurried Curriculum
- Communicating Truth, Goodness, and Beauty

WHAT PEOPLE SAY ABOUT SERVING AT TRINITY

"This is an amazing community and place to serve; we have a voice and are appreciated."

"Our Head of School is pastoral and the boss; he always defers accolades to others. Like our Head of School, we need a Director of Finance and Facilities with a pastor's heart."

"All walks of life come to Trinity. We are doing a good job of attracting diverse families."

"93% of families re-enroll year to year."

"Our Director (and all our staff) has the opportunity to wade into family issues; in the financial office, family issues are often about money; the Director of Finance and Facilities needs to be both caring and boundaries driven."

"The financial office is a small shop, so the Director will wear many hats."

"Our Director needs to have the capacity to see into the future 5–10 years out; this role is way more than 'oiling the machine'; it is about the next decade and beyond."

"We need more comprehensive monthly reporting of a day-to-day budget, a better sense of where we stand departmentally."

"The Board of Trustees has an informal motto of 'nose in, fingers out' when it comes to this role."

"We need to see this as a true Director—more scope than the current role."

"Students know they are loved and cared for—this permeates everything we do."

"The Director needs to be entrepreneurial while keeping Chip in the loop, someone Chip can trust to get the job done in a trustworthy manner."



"This not a typical role: the Director needs to want to understand, as part of their role, project management, HR, future costing, construction, annual audits, a tuition-driven model, development/capital campaigns—a leader with renaissance bent."

"We are increasingly attracting families that have minimal church/faith affiliation; this is both a challenge and opportunity, and we would not want it any other way."

"We need to continually improve from earlier methods of running the school (i.e., 'mom and pop shop') to a tone of professionalism and innovation."

"Our Director will have the bent of not automatically saying 'no' but rather being flexible enough to say, 'That's possible, how can we make that happen?' We want a Director who is intentional about 'getting to yes.'"

"We are intentional about growing in gratefulness and being an encouraging community, celebrating each other's gifts, while exhibiting appropriate boundaries within a spirit of grace."

"Sometimes there needs to be more financial equity between the Lower, Middle, and Upper Schools."

"I love that we get to think about education within a Charlotte Mason/classical (unhurried and rich) environment—we give space for students to thrive as well as struggle."

"We have had no mission drift from our beginnings to now."

"Our Director needs to be about removing roadblocks, especially for our millennials who are less inclined to stay committed to Trinity."

"At Trinity, we engage the culture in a relevant, non-covenant (families do not have to sign a statement of faith to attend Trinity) way in an unapologetically Christian community."

"Sometimes the three divisions seem to have distinct personalities, which can be a distraction; thankfully this is apparent and positive gains are happening."



POSITION OVERVIEW/OPPORTUNITY

Trinity School seeks a missionally aligned Director of Finance and Facilities, a mature follower of Christ, and a successful manager of institutional finance and operations.

The Director of Finance and Facilities holds a senior staff position and is directly responsible to the Head of School for all the business, financial, and facility aspects of Trinity School. The person in this position serves as a strong and essential partner for the Head of School and Associate Head of School and has significant interaction with the Board of Trustees in its exercise of fiscal and fiduciary responsibility for the school. The Director, along with two direct reports, will manage the stewardship of financial resources, overseeing cash flow planning, preparing and reviewing budgets, plus tracking operational metrics.

POSITION SUMMARY

The new Director will be a forward-thinking, visionary, and entrepreneurial leader ready to provide dynamic leadership in the planning, implementation, and management of customer-focused financial and administrative services in support of Trinity's educational model of Christ-based, scholarly excellence and meaningful service to its multiple communities. The Director will have the skill set to lead across multiple administrative areas; possess the ability to communicate effectively in public; implement a broad vision; and handle many competing interests and details. The Director coordinates the planning, financing, and construction of all capital outlay projects. The Director is expected to provide dynamic leadership in the planning, implementation, and management of customer-focused financial and administrative services in support of Trinity's mission.

DUTIES AND RESPONSIBILITIES

- Develops and maintains an effective and efficient financial management and reporting system that properly accounts for all revenues and expenditures of the school with appropriate audit and oversight methods and regularly scheduled planning and review meetings with Trinity leadership.
- Coordinates the development of Trinity's annual operating budget.
- Conducts financial analysis and planning to ensure the financial viability of the school, while maintaining student access through reasonable tuition and fee rates.
- Coordinates the planning, financing, and construction of all capital outlay projects.
- Conducts space needs assessments and develops overall capital strategies to meet these needs.
- Works in partnership with the Head of School to develop, monitor, and assess the strategic plan for the school.



- Maintains the physical plant and grounds in a manner that assures the campus environment is attractive and functional by implementing maintenance reserve, major renovation, and beautification projects concurrently with administering an effective, ongoing program of facility maintenance and repair that protects the school's assets.
- Provides a system of support services consisting of purchasing, contract administration, and property control.
- Ensures the proper completion of the full cycle of bookkeeping and accounting duties, including asset management, deposits, disbursements, cash flow, payroll, depreciation, closing, and reconciliation.
- Interfaces with external auditors during annual reviews.
- Implements and enhances rigorous internal controls.
- Prepares monthly/quarterly/annual financial documents to equip the Board of Trustees with pertinent information for decision making.
- Develops and provides accountability for the annual budget.
- Handles reconciliation of contributions, accounts payable, accounts receivable, fixed assets and depreciation, prepaid expense, payroll expense, and accruals.
- Completes all quarterly and annual filings with local, state, and federal government agencies.
- Handles reporting and maintenance of designated giving for benevolence, special projects and campaigns.
- Manages Trinity's savings, investments, real estate, and credit.
- Oversees expense management for staff, including expense reports and receipts.
- Provides guidance and resources to Trinity faculty and staff to minimize legal liability in a school-based environment.
- Manages other financial, corporate, insurance, or legal projects as assigned by the Head of School and the Finance Committee.

IDEAL QUALIFICATIONS

- Profession of faith in and abiding relationship with Jesus Christ as Lord.
- Agreement with the statement of faith, theology, and philosophy of Trinity School.
- Character and lifestyle consistent with Scriptural principles and a biblical worldview.
- Expert knowledge of the general ledger process, entries, and proper financial reporting.
- 7+ years in a supervisory/management role in non-profit/church/school finance, accounting, and payroll in a large charitable organization preferred. This would include knowledge and experience, both managing and hands-on, with payroll, insurance and benefits, retirement plans, and employment law, and experience and understanding of the complexities around HR, project management, and IT. For-profit senior-level financial experience would be relevant as well.



- Bachelor's degree in accounting, finance, business or related field. CPA and/or MBA preferred.
- Thorough understanding of cash-based accounting processes.
- Understanding of audit procedures for financials and workers' compensation.
- Working knowledge of tax laws pertaining to contributions and accounts payable.
- Advanced knowledge of MS Excel.
- Strong problem-solving ability: the ability to assess issues and handle tasks with calm, positive demeanor.
- Works with and values team strategy, while accomplishing personal job responsibilities.
- Deep understanding of financial statements and accounting principles.
- Experienced in the implementation of internal and external financial controls.
- Skilled in training and equipping related to stewardship and finances.
- Balanced understanding of risk management that protects as well as fosters community.
- Ideally, an understanding of non-profit rules and regulations.
- Knowledgeable in methods to allocate and preserve designated funds for benevolence and special projects.

IDEAL DESIRED PERSONAL QUALIFICATIONS

- Ethical practices – will always do the right thing.
- High initiative – a self-starter.
- Quick study.
- Harmony between corporate mindset and vocation to glorify God.
- Willingness to reach out to professionals with more experience and knowledge as needed.
- Track record of standing firm on convictions in assigned areas of responsibility and knowledge.
- Eagerness to serve with humility, generosity, and kindness.
- Strong grasp of ethics “above reproach” and the ability to integrate this into operations.
- Adaptability to growth and change.
- Capacity and aptitude to learn and explore best practices and new information.
- Detail oriented but seeing the big picture.
- Excellent time management, organizational, and follow-through skills.
- Goal oriented – likes to produce tangible results and exceed expectations.
- Driven to improve processes and utilize technology to lower cost and improve results.
- Understands and utilizes metrics to measure and improve performance.
- Comfortable in a dynamic/entrepreneurial environment.
- Good communicator – written and verbal.

- Works well at all levels of the organization.
- Good leader – hires, develops, motivates, recognizes, and rewards talent.
- Approachable, patient, even tone.
- Highly skilled in building strong collaborative relationships across a large organization.
- Strong in E.Q. (emotional quotient), knowing how he or she is coming across to the other person, adjusting his or her approach to maximize the relationship.
- Able to inspire trust through high personal integrity; the ability to maintain confidences in sensitive financial and personnel matters. Humble, transparent; no big ego.
- Highly accurate and attentive to detail yet not a micro-manager; trustworthy and credible.
- Strong problem-solver.
- Process-oriented; able to weigh competing agendas and priorities and make decisions that are good for the whole organization.
- Able to demonstrate ample and current evidence of discipleship of Jesus Christ and participation in a local church.
- Able to demonstrate experience and effectiveness with diversity in terms of gender, race, culture, and theology; grace centered, with an even and optimistic temperament.
- Open and personally approachable, empathetic and caring, an effective mentor.
- Ability to accept constructive criticism in a respectful, open, and interactive manner.
- Demonstrated skill in effectively presenting complex financial and performance information to a wide range of audiences.
- Demonstrated commitment to maintaining a safe work environment free of harassment, violence, and unlawful discrimination.
- Able to stay abreast of emerging trends in higher education and provide wisdom and guidance to the Head of School and Trinity School.



THE LOCATION, DURHAM, NC

Durham and Chapel Hill lie on the western side of the Research Triangle, which also includes Raleigh. This area, bounded by four strong universities (UNC, Duke, NC State, and NC Central University (HBCU)), surrounds the vibrant Research Triangle Park. The Triangle, as this area is known, is a thriving area with strong medical institutions, strong academic culture, technology companies, pharmaceutical industries, and a creative class that is generating robust entrepreneurial communities.



This area has remained economically strong even through the recession of 2008 and the pandemic, and the recent announcement of new ventures by both Apple and Google mean that the already strong economy will continue to strengthen.

College sports, art museums, music venues, concerts, and much more make this a cultural gateway where many come to study and train and end up staying. Both Durham and Chapel Hill have vibrant downtown areas with restaurants that draw foodies from all over.

There are many faithful and vibrant churches in the area, and two strong Christian study centers at Duke and UNC are strong partners with Trinity School.

Access to hiking, cycling, running, kayaking, tennis, and many other recreational sports is an important draw for the area. The beach and the mountains are both about 2–3 hours away, to the east and the west.

You can visit the [Durham Chamber of Commerce](#) website for a detailed snapshot of life in Durham.



DOCTRINAL COMMITMENTS

Trinity School is a Christian school, dedicated to a vision of education that is rooted in the Triune God. As an independent school, without institutional ties to any church or denomination, Trinity is committed to what C.S. Lewis called “mere Christianity”: “...no insipid interdenominational transparency, but something positive, self-consistent, and inexhaustible.” We hold to those truths which have united Christians through the ages, across the boundaries of time, place, race, denomination, and tradition:

- That there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
- That the Bible is the Word of God, the authoritative rule for faith and practice, without error in all that it affirms.
- That Jesus Christ, the second person of the Trinity, took on our humanity and died on the cross to atone for sins and redeem a people for himself.
- That since humanity is sinful and lost, the regeneration of the Holy Spirit is absolutely necessary for salvation.
- That Jesus Christ rose bodily from the grave and that all humanity shall also be resurrected at the judgment, some to salvation and some to eternal separation from God.
- That salvation is by grace alone, in Christ alone, through faith alone, and not from good works.
- That good works are the fruit of true faith.
- That Jesus Christ is king of all the realms of life and society now and that he will return personally to consummate his kingdom.

IMPORTANT VALUES

Trinity School follows the Trivium, a pedagogical approach within which there are three stages corresponding to the natural development of children as they progress from concrete to abstract thinking. The stages overlap, but the emphasis of each is appropriate to the ways the minds of human beings function and develop at various ages. Grammar (mastery of basic skills), logic (critical thinking), and rhetoric (expression and creation) are part of the essence of learning.

Trinity School seeks to accommodate flexible learning rates. In decisions about school entry age, readiness for reading and writing, and enrichment, it looks not to hurry students or overload them. Students should be appropriately challenged and stretched to use their abilities without being pushed to the point at which challenges become counterproductive and discouraging.



THE SEARCH AND SELECTION PROCESS

If you know someone who has an interest and meets most of the experience and motivational requirements described in this profile, please feel free to suggest that person for consideration and/or forward this information. Please request they forward their resume and cover letter to the contact below. Suggested names will be treated discreetly, and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

Our client is an equal opportunity employer and does not discriminate on the basis of race, age, color, sex, national origin, familial status, veteran status, or physical handicap. However, its Christian mission and beliefs limit its hiring to people whose beliefs, theology, and lifestyle are consistent with Trinity School's Statement of Faith.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.

For further information on this position, please contact:

Tim Bernstein
President
Ardent Search Company

Email: tim@ardentsearchco.com
Cell: 818-581-9715
Office: 805-778-1777 ext. 114
Website: www.ardentsearchco.com



Ardent Search Company (an affiliate of The Dingman Company, Inc.) is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served business and non-profits worldwide since 1979.