



Loyola High School

OF LOS ANGELES



Loyola High School of Los Angeles Chief Financial Officer Opportunity



ABOUT LOYOLA

As the oldest continuously run educational institution in Southern California, founded in 1865 and becoming a Jesuit institution in 1911, Loyola High School of Los Angeles 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. The Jesuit philosophy of educating the whole person is the guiding principle of the school today.

Loyola's student body represents an unusually strong diversity of ethnicity, socio-economic background and geography, and mirrors the diversity of the Los Angeles area. Our school's mission is to prepare 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 form them to become "men with and for others," the school motto. This formation then propels them forward into the world to serve unselfishly so that the universal goals of goodness, truth, and justice may be shared by the whole human family.



JAMAL K. ADAMS '90
PRESIDENT



POSITION SUMMARY

The Chief Financial Officer (CFO) plays a vital role in shaping Loyola's financial future. Reporting to the President, the CFO provides strategic financial leadership while overseeing all financial and core business operations, including budgeting, audits, capital planning, investments, risk management and real estate development/construction projects. With a budget of over \$42M, an endowment of close to \$100M, and a student body of 1,275 young men, the CFO leads the development of Loyola's financial strategy and provides guidance on all financial matters, making recommendations and suggesting proactive strategies to keep the school financially sound.

This role requires a knowledgeable, innovative, and highly personable executive who can balance long-term strategy with day-to-day financial excellence, communicate clearly with diverse constituencies, and support the School's mission-driven priorities. The ideal candidate will be strategic, forward-thinking, and will bring both strong financial acumen and a collaborative leadership style, helping the School navigate change and opportunity with integrity and foresight.



ESSENTIAL RESPONSIBILITIES

STRATEGIC & FINANCIAL LEADERSHIP

- Serves as a strategic partner/advisor to the President and Board of Directors on all financial and operational matters.
- Oversees budget development and implementation, cash-flow forecasting, and scenario planning, as well as the development, implementation, and monitoring of short- and long-term fiscal strategic goals and other financial sustainability initiatives.
- Aligns financial strategy with the School's mission, strategic plan, and organizational priorities.
- Works closely with the President, Board, President's Cabinet, and other school leaders to evaluate new programs, capital projects, and growth opportunities.

FINANCIAL ACUMEN & OVERSIGHT

- Proactively develops transparent forecasting capabilities that enable senior leadership to make data-driven, forward-thinking decisions that account for risk.
- Leads the development and timely delivery of the School's annual budget for approval by the Board, which typically takes place in February of each year.
- Oversees all accounts, ledgers, and reporting systems, ensuring compliance with regulatory and audit requirements.
- Maintains internal control safeguards and oversees audit procedures involving finance and accounting, including review and analysis, and coordinates all audit and tax return activities.
- Manages the preparation of all financial reports, outlooks, and forecasts; designs and produces management reports and financial statements in accordance with GAAP and donor requirements.
- Works closely with the Controller to clarify and simplify the chart of accounts and overall accounting systems, including streamlining and making GL adjustments and corrections where needed.
- Provides strategic guidance to evaluate, eliminate, and improve manual or low-tech procedures and processes that impede efficiency.
- Works to maintain the School's 501(c)(3) tax-exempt status through strict adherence to all applicable federal, state, and local regulations.



BUSINESS & OPERATIONAL FUNCTIONS

- Prepares monthly and quarterly financial reports, dashboards, KPIs, and associated risk reporting.
- Partners closely with the Investment Committee in optimizing the organization's investment portfolio, ensuring alignment with risk tolerance, liquidity requirements, and long-term financial objectives.
- Works closely with the Senior Director of Facilities on construction and other school renovation projects.
- Actively participates in internal planning for growth and program expansion to ensure alignment between staffing, outreach, and training plans and financial projections.
- Collaborates with the President and President's Cabinet to develop and implement industry-wide best-practice policies and procedures and internal controls in accordance with GAAP.
- Effectively manages relationships with the President's Cabinet, senior leadership, board members, banks, donors, vendors, consultants, and other internal and external stakeholders.
- Directly oversees the Business Office, which includes a Controller, Assistant Controller, Accounting Manager, Director of Payroll, Accounts Payable Manager, and a Student Account Manager.

COLLABORATIVE & TRUST BUILDING LEADER

- Fosters trust and collaboration among team members; builds buy-in across varied stakeholder groups; manages change with flexibility and poise; and communicates complex financial matters in a clear, accessible, and relatable manner.
- Effectively manages relationships with key external partners, including legal counsel, bankers, investment advisors, and auditors, to maintain regulatory compliance standards.
- Provides guidance and direction to engage and support team members at all levels while ensuring a culture of accountability.
- Leads, mentors, and supports the professional growth of a high-performing Business Office team to promote development and effectiveness.
- Participates in membership organizations and professional networks dedicated to the operation of independent schools, including the California Independent School Business Officers Association (Cal-ISBOA), National Business Officers Association (NBOA), Jesuit Schools Network (JSN), National Association of Independent Schools (NAIS), and the California Association of Independent Schools (CAIS), among others, to ensure best financial practices.



RISK MANAGEMENT & INNOVATION

- Identifies, assesses, and mitigates the School's financial and operational risks by working closely with the President's Cabinet and Director of Auxiliary Services to ensure the School maintains adequate insurance coverage.
- Leads renewal negotiations for property and casualty, earthquake, cybersecurity, international travel, and student accident insurance.
- Partners with the President's Cabinet across all areas of school operations to develop meaningful policies and processes to promote long-term financial sustainability.
- Works with the Business Office team to evaluate and implement systems and processes that enhance efficiency, transparency, and service.
- Evaluates and adjusts, as indicated, the systems in place for the purchase of consumables and fixed assets; maintains an inventory system.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A Bachelor's degree in business administration, finance, accounting, or a related field from an accredited college or university is required. An MBA or other relevant graduate degree is preferred.
- A minimum of ten (10) years of progressive accounting experience is required; experience in nonprofit finance is preferred but not required.
- Accomplished experience working in a mid- to large-sized nonprofit organization or school environment with a budget exceeding \$40 million is preferred but not required.
- Extensive experience with investment oversight, socially responsible investing, and significant work with endowments, restricted gifts, and donor-advised funds.
- An active Certified Public Accountant (CPA) license in California is preferred but not required.



KNOWLEDGE, SKILLS, AND ABILITIES

- A strong commitment to advancing Loyola's mission and a deep appreciation for the School's history, achievements, and aspirations.
- In-depth knowledge of GAAP as it relates to non-profit accounting practices and standards (preferred but not required).
- Substantial experience working with independent audit firms, financial systems, and managing finance (accounting, budgeting, control, and reporting).
- Possess a demonstrated track record of maintaining strong and productive working relationships with Board members and advisory committees.
- In-depth experience supervising a team of diverse professionals and working collaboratively in a team-centered environment.
- Proven experience working with other executives and team leaders to assess decisions, considering liability, financial implications, and other possible future impacts to the schools.
- Highly skilled in identifying and integrating technology to improve accuracy, increase productivity, and create efficiencies in business operations.
- Ability to provide strategic financial advice to school leadership, and as a presenter to Boards and Committees to determine current and future planning and projections.
- A proven track record of honesty and high standards for ethical business practices.
- Ability to demonstrate a high level of integrity, sound judgment, and the ability to inspire confidence and trust in others by leading by example.
- Strong interpersonal skills and ability to build and cultivate effective professional relationships with internal and external stakeholders to accomplish established goals.
- Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, sexual orientation, class, ability, gender, and other identifiers.
- Strong written and oral communication skills with the ability to communicate effectively with diverse stakeholders across all levels of the organization, including the Board, advisory committees, investors, other executives, and faculty and staff.
- Ability to use critical-thinking skills to solve complex problems, with a willingness to challenge assumptions and explore new approaches.
- Proficiency with technology, including the Microsoft Office suite and advanced Microsoft Excel skills. Proficiency with Blackbaud Financial Edge and Raiser's Edge is helpful.





COMPENSATION, BENEFITS, AND APPLICATION PROCESS

COMPENSATION AND BENEFITS

- Annual Salary Range: \$250,000–\$300,000
- Loyola offers employees the ability to build a personalized benefits package from available medical, dental, vision, and other supplemental coverage plans.
- Employees also benefit from employer-paid life insurance and long-term disability coverage.
- Loyola employees can participate in an employer-sponsored 403(b) plan where the School matches up to 6% of the employee's contributions, dollar for dollar, after completing one year of service.
- Tuition remission for dependents of employees.

APPLICATION PROCESS

This retained search is managed by [Mary Law Executive Search](#), the California leader in placing private school and nonprofit Finance and HR professionals.

Mary Law

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