



## MADEIRA

### **Business Operations Manager**

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Madeira School is seeking a Business Operations Manager to join its business office staff. The successful candidate will lead the organization's risk management and auxiliary programs, take on special projects for the CFO and support human resources, payroll and benefit processes.

Responsibilities include:

#### Risk Management

- Serve as a leader of the school's risk management oversight function and steering committee.
- Conducts enterprise risk assessments, collecting and analyzing documentation, statistics, reports, and market trends. Communicates to trustees and administrators what risk issues are and be able to provide them with a plan to minimize, mitigate or eliminate risk.
- Establish policies and procedures to identify and address risks in the organizations services and departments. Review and assess risk management policies and protocols; make recommendations and implements modifications and improvements.
- Recommend and implement risk management solutions such as insurance, safety and security policies, business continuity plans, or recovery measures.
- Review and analyze metrics and data such that could uncover fraudulent behavior.
- Draft and present risk reports and proposals to executive leadership, board of trustees, and senior staff.
- Maintain knowledge of existing and developing laws and regulations; assesses and explains how new requirements may affect the organization in terms of risk exposure.
- Prepare liability insurance bid specifications for the purpose of obtaining premium fees and updates on an ongoing basis. Identify property loss exposures and works with liability company on appropriate levels of insurance coverage.
- Assure that insurance programs are in compliance with federal, state, and local laws.
- Investigate property damage claims and losses, submit reports to the third-party claims administration and assists in property claims management.
- Manage budgeted expense items associated with risk management initiatives, ensuring expenses do not exceed budgeted allocations.
- Provide support, education and training to build risk awareness.
- In collaboration with key staff, participates in campus emergencies and preparedness.
- Monitor and determine liability in recurring school-related situations and events (field trips, sporting events, etc.).
- Obtain certificates of insurance.

#### Auxiliary Programs

- Develop, implement, oversee, and grow sustainable, revenue-generating programs on campus during the school year and in the summer.
- Serve as primary contact with the school's auxiliary vendors and partners; build and maintain productive relationships, ensuring all auxiliary program vendors follow our policies and procedures and proper alignment with the school.
- In collaboration with the CFO, manage all contract terms and fees, proper accounting of revenues and expenses, insurance, feasibility of new proposals and compliance and regulatory issues. Work with the CFO to develop a budget and to ensure the profitability of the various programs and make recommendations for future budget appropriations.
- Maintain strong working relationships with other key administrators, including the Division Directors, and Directors of Facilities, Athletics, Admissions, and Communications
- Communicate with appropriate faculty, staff, and departments regarding schedule of events and activities including updating FS Direct and Outlook appointments regarding events.

#### Human Resources & Payroll/Benefits Support

- Serve as primary assistant and support to the Director of Human Resources.
- Is cross trained for oversight of regular HR process and routine tasks required to administer and execute our employment program/systems to include payroll, benefits, leave, and occupational health and safety.
- In collaboration with the Director of HR complete compliance processes and filings (ex. EEO-1, Medicare Part D) and Workers Compensation audit.
- Serve as liaison to employees: answering benefit questions, correcting processing and self-service errors.
- Assist in the recruitment process to include conducting screening interviews, background checks, training, and other onboarding protocols.

#### General

- Act as project manager on special projects working on an interdepartmental basis; identifies project tasks; oversees project budget; conducts cost analysis; acts as liaison with vendors and ensures compliance with best practices.
- Perform other duties as directed.

#### Requirements

- Bachelor's degree in Risk Management, Finance, Business Administration, Human Resources or industry-related area/experience required.
- 2-4 years of related experience required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical, critical thinking and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Thorough understanding of policies and best practices of risk management.
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population.
- Ability to work independently and in a team setting at both the leader and staff levels.

To apply, please send your resume and cover letter to [hr@madeira.org](mailto:hr@madeira.org). Please include your name in the file name of any documents submitted.