



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.

Madeira is seeking a Business Operations Manager who will oversee the organization's risk management and auxiliary programs. Risk management oversight includes comprehensive insurance and risk management program; assessing, identifying, and mitigating risks that could impede the reputation, safety, security, or financial success of the organization. The Business Operations Manager will take on Special Projects for the CFO and throughout the organization. Responsibilities:

Risk Management:

- Conducts enterprise risk assessments, collecting and analyzing documentation, statistics, reports, and market trends. Serves as lead of the school's risk management oversight committee
- Establishes policies and procedures to identify and address risks in both services and departments; reviews policies and procedures to protect institutional resources and ensure best practices.
- Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
- Recommends and implements risk management solutions including insurance, safety and security policies, business continuity plans, or recovery measures.
- Drafts and presents risk reports and proposals to executive leadership, Board of Trustees, and senior staff.
- Identifies property loss exposures and works with liability company on appropriate levels of insurance coverage. Supervises the audit of insurance premiums and costs.
- Manages budgeted expense items associated with risk management initiatives
- Provides support, education and training to build risk awareness.
- In collaboration with key staff, participates in campus emergencies and preparedness.
- Reviews and evaluates insurance policies, making recommendations regarding liability and property claims; works in conjunction with broker to assure insurance programs are in compliance with federal, state, and local laws; negotiates with insurance companies, brokers, or agencies with respect to premiums, terms and conditions, renewals and modifications of insurance contracts.
- Monitors and determines liability in recurring school related situations and events (field trips, sporting events, etc.); investigates property damage claims and losses, submits reports to the third-party claims administration and assists in property claims management.
- Evaluates the impact of new and proposed legislation on insurance, safety programs and risk exposure; makes recommendations for compliance.

Auxiliary Programs:

- In collaboration with the CFO, manages all contract terms and fees, proper accounting of revenues and expenses, insurance, feasibility of new proposals and compliance and regulatory issues.
- Works with the CFO to develop a budget and to ensure the profitability of the various programs and make recommendations for future budget appropriations.

- Develops, implements, oversees, and grows sustainable, revenue-generating programs on campuses during the school year and in the summer.
- Works collaboratively with the Director of Summer Programs to manage and support spaces in use by Auxiliary Programs.
- Maintains strong working relationships with other key administrators, including the Departmental Directors, and Facilities, Security, Athletics, Admissions, and Communications
- Communicates with appropriate faculty, staff and departments regarding schedule of events and activities including updating FS Direct and Outlook appointments regarding events.
- Serves as primary contact with the School's auxiliary vendors and partners; builds and maintains productive relationships, ensuring all auxiliary program vendors follow School policies and procedures and are aligned with the School.

Project Management: Acts 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.

Requirements:

- Bachelor's degree in Risk Management, Finance, Business Administration, or industry-related area required
- 2-4 years or 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.

To apply, please send your resume and cover letter to hr@madeira.org.