KIPP New Orleans Schools
Chief Operating Officer/Chief Financial Officer Job Description

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About KIPP New Orleans Schools
KIPP New Orleans Schools (KNOS) is a fast-growing network of tuition-free, open-enrollment, college-preparatory public charter schools. The mission of KIPP New Orleans Schools is to create an influential network of public schools that gives students the knowledge and skills necessary to succeed in competitive high schools, colleges and the world beyond. KNOS currently operates eleven schools under authorization from the Orleans Parish School Board and the Recovery School District, serving approximately 4,800 students from grades kindergarten through twelfth grade with an operating budget of $65 million. At this point, when our current growth plan is complete, KNOS will operate twelve schools, serving over 5,300 students in New Orleans.

Though high expectations for students, top-notch school leaders, administrators and staff, more time in the classroom, autonomy over budget and curriculum, and a keen focus on results, KNOS prepares traditionally underserved students to be lifelong learners and leaders in college and in life. Today approximately 85 percent of KIPP alumni have matriculated to college. This compares with community averages of approximately 20 percent.

All KIPP schools share a core set of operating principles known as the Five Pillars, which KIPP believes help to lay the foundation for students to perform at the highest academic levels: high expectations, choice & commitment, more time, power to lead and a focus on results.

Position Summary
The Chief Operating Officer/Chief Financial Officer (COO/CFO) serves as a key member of senior leadership team while overseeing and managing core operations functions that support KNOS's mission, including finance, school operations, facilities, human resources, risk management, and data compliance and reporting. The COO/CFO serves as a critical thought-partner and advisor to the Chief Executive Officer as part of the senior leadership team, leads organizational (strategic and annual) planning, develops a culture of excellence in service, and builds a platform for growth in the key operational areas.

We seek candidates with experience building and scaling operations in high-growth environments, leading the transition from entrepreneurial to professional management. Ideal candidates have the demonstrated ability to build consensus, and facilitate collaboration and problem-solving in matrixed organizations. S/he will have strong financial and business acumen and the proven ability to attract, develop, and retain top talent and get results through others.

Responsibilities

The KNOS COO/CFO has the following key responsibilities:

- Organizational leadership and planning
    - Maintain and enhance an organizational culture that 1) puts students and student outcomes first; 2) embodies our motto, “work hard, be nice”; and 3) prizes execution rigor, continuous improvement, and innovation.
    - Leads strategic and annual planning, including annual budgeting. Ensure strategic priorities are aligned with budget priorities and translated into rigorous, executable plans.
    - Develop accountability systems and manage change processes in support of organizational objectives.
    - Serve as a key liaison with the Board of Directors.
- Operations and finance leadership
    - Manage and develop direct reports and their teams to achieve results.
    - Coach functional teams to set the bar for excellence and design and implement scalable, effective, and efficient systems, processes, and services.
    - Collaborate with key internal stakeholders to ensure alignment of School Support Center execution with organizational goals. Drive school satisfaction through excellent service across functions and effective communications systems.
    - Promote and ensure KNOS financial integrity, health, and sustainability.
    - Oversee development and implementation of facilities plan

Qualifications

- Minimum of 10 years of professional experience including at least 5 years of executive/senior management experience, ideally overseeing multiple functions or successive experience leading varied functions.
- Track record of leading, motivating, and developing high-performing teams that deliver results.
- Experience building and scaling operations in high-growth entrepreneurial environments.
- Strong financial and business acumen; demonstrated ability to specify the financial analyses required to support strategic decision-making and use financial indicators to manage organizational performance.
- Demonstrated ability to build consensus, facilitate collaboration and problem-solving and mange conflict among varied stakeholders in matrixed environments.
- Ability to clearly define strategic issues and make tough decisions in the face of ambiguity and incomplete information.
- Strong organizational skills and attention to detail, with a demonstrated ability to work independently in a fast-paced environment, lead multiple projects, meet concurrent deadlines, and organize time and priorities.
- Strong interpersonal skills which contribute to a collegial working environment.

MATTHEW B. LEHIGH

[redacted]

EXPERIENCE

2014-present **KIPP NEW ORLEANS, INC.,** New Orleans, LA
Chief Operating Officer and Chief Financial Officer

2012-2014 **MCMASTER-CARR SUPPLY COMPANY,** Atlanta, GA
Regional Manager, Marketing and Customer Accounts

- Led development of annual direct marketing plan for 60,000 customers throughout the Southeast, improving staffing efficiency by 27% year over year while achieving the strongest sales growth across all regions.
- Established guidelines to ensure accounts demonstrate profitability or hold opportunity for growth, eliminating more than 800 non-performing accounts that prohibited the efficient use of resources.

Manager, Marketing

- Targeted sales to customers in the energy, natural resources, and chemical markets, exceeding 2013 order growth goals by 30%.

Project Manager

- Identified four competency groups to evaluate more than 250 sales and finance employees and developed tools that enabled supervisors to apply the competency groups consistently across all departments.

2011 – 2012 **LAST MILE TECHNOLOGIES, LLC,** Atlanta, GA
Vice President

- Redesigned the firm's mobile payment application, completed alpha testing of the application, and launched open beta testing, generating sustained acquisition talks with a multi-national credit card company.
- Revised the payment processing business unit's pricing model for custom work orders, eliminating net loss contracts and transforming a breakeven business line into a revenue driver with 38% average margins.
- Negotiated a 19% reduction in the firm's largest monthly expenditure without increasing the contract's full-term exposure.

Summer 2010 **SEARS HOLDINGS CORPORATION,** Hoffman Estates, IL
Senior Leadership Program Summer Associate, Lawn and Garden Business Unit

- Evaluated a proposal to expand a business line, built financial models that demonstrated its unprofitability, and presented an alternative strategy adopted by senior management to increase annual revenue by $40 million.

2008 – 2009 **NASHVILLE HEALTH CARE COUNCIL,** Nashville, TN
Director, Membership Services/Executive Director, Leadership Health Care

- Identified key contacts and developed senior-level relationships that led to a 51% increase in renewal revenue and a 53% increase in new-member revenue.
- Designed and implemented an invoicing system that reduced aging accounts by 85%.

2005 – 2008 **U.S. SENATE MAJORITY LEADER BILL FRIST,** Washington, DC/Nashville, TN
Executive Director, Volunteer Political Action Committee

- Led the strategic distribution of financial contributions and grassroots support party chairman credited as "a critical piece" in winning control of the Tennessee state legislature for the first time since 1869.
- Served as principle author of a *Yale Law and Policy Review* article published in the senator's name.

Executive Director, Hope Through Healing Hands Foundation

- Established four criteria for assessing global health sector priorities that increased the organization's national exposure through the senator's leadership roles in two high-profile national advocacy campaigns.
- Designed and launched the organization's first website and e-newsletter, which created a communication channel with nearly 500,000 potential donors.

Press Secretary, Office of the U.S. Senate Majority Leader

- Developed strategic relationships that generated a 27% increase in favorable story placement.
- Planned and executed an e-mail and web outreach strategy that increased grassroots contacts by 16%.

2004 – 2005 **U.S. REPRESENTATIVE JOHN J. DUNCAN, JR.,** Washington, DC

Legislative Director/Communications Director

- Designed and implemented a new process for distributing, reviewing, and approving staff assignments that reduced the average time necessary to respond to constituent correspondence by 36%.

Communications Director/Legislative Assistant

- Established a media monitoring system that provided a comprehensive review of daily press coverage for the first time in the office's 16-year history, resulting in special recognition from the congressman.

2003 **TEACH FOR AMERICA,** Phoenix, AZ

Corps Member

- Taught seventh and eighth grade reading, math, and social studies.

EDUCATION

DUKE UNIVERSITY, The Fuqua School of Business, Durham, NC

Master of Business Administration, Strategy Concentration, May 2011. Received the Asa T. Spaulding Award, the school's highest leadership honor. Earned Class of 2011 Dean's List recognition. Awarded a scholarship for excellence in academics and leadership. Selected by peers to serve as commencement speaker. Named a Coach K Center on Leadership and Ethics fellow.

EMORY UNIVERSITY, Atlanta, GA

Bachelor of Arts, Political Science, May 2003. Received multiple Dean's List recognitions. Named to the Pi Sigma Alpha National Political Science Honor Society. Completed a fall 2001 White House Office of Political Affairs internship.

ADDITIONAL INFORMATION

Extracurricular interests include travel (49 states and 24 countries); sports (golfing and hiking); and reading (history, politics, sports, and classic fiction).