

THE  HOCKADAY SCHOOL

Dallas, Texas

Chief Operations Officer



Introduction

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds. With an enrollment of almost 1,100 students, including 79 boarders, Hockaday is the nation's largest prekindergarten through grade 12 independent girls' school. The 88-acre campus is located in a residential area of North Dallas and has 23 buildings, extensive athletic facilities, and unmatched educational and extracurricular resources. Ranked among the country's finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics. The institution's mission statement follows:

Believing in the limitless potential of girls, Hockaday develops resilient, confident women who are educated and inspired to lead lives of purpose and impact.

Admission to The Hockaday School is highly selective, with a 19% student admit rate in academic year 2018. The school's faculty are recognized as experienced leaders in their field, and more than 70% hold advanced degrees. Families who choose Hockaday care deeply about

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providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. While most students hail from the greater Dallas-Fort Worth area, many come from across the United States and around the world and reflect the diversity that is deeply valued by the school.



The Position

The Chief Operations Officer (COO) position is a newly created role at The Hockaday School. The institution's growth and increasing complexity over the years have put a strain on the existing organizational structure, resulting in a need for additional staff with the expertise and disposition to oversee a multifaceted portfolio and assess potential risk and vulnerabilities. While the primary focus will be on facilities management and safety and security, this position will also be responsible for health services, student activities and events, and an outsourced food services function.

Responsibilities

As a member of the Leadership Team reporting to the Head of School and working closely with the Chief Financial Officer, the Chief Operations Officer will provide day-to-day oversight and direction for all aspects of the school's non-academic daily operations. He or she will offer leadership and guidance to a total team of 47 with the support of the following five direct reports: the Director of Facilities, Director of Safety and Security, Director of Health Services, Director of Student Activities (events), and Food Services (SAGE Dining).

The Hockaday School At a Glance

Founded: 1913

2018 Enrollment: 1093

Students of Color: 34%

Campus: 88 acres in North Dallas

Total Faculty and Staff: 258

Student-to-Teacher Ratio: 9-to-1

Average Class Size: 15

Financial Aid: Approximately \$3.3 million to 13% of student body

Budget: \$40 million

Endowment: \$162.8 million

Annual Giving: \$2.6 million

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Specific responsibilities include, but are not limited to, the following:

- Collaborating with fellow Leadership Team members to support operations that are aligned with Hockaday's mission and meet the school's strategic objectives.
- Conducting regular meetings with department heads to ensure that priorities are clear, and coordination is sound.
- Managing high-level operations on a large scale, multi-building campus with state-of-the-art systems and facilities.
- Partnering with the Chief Financial Officer to identify, prioritize, and manage major capital and operational projects related to the facilities master plan.
- Overseeing the renovation and construction of new facilities consistent with budgetary projections and goals.
- Managing the school's transportation operations, including maintaining the fleet of vehicles and supervising and training drivers.
- Developing and implementing Hockaday's annual facilities budget and supporting the team in making appropriate short- and long-term spending decisions.
- Assisting the Director of Facilities in the regular review and inspection of systems and buildings to make certain that they remain in optimal working condition.

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- Communicating, monitoring, and ensuring compliance with all codes and regulations governing the acquisition, use, construction, maintenance, and improvement of school sites and facilities.
- Managing an effective 24/7/365 on-call service related to facilities and security issues so that emergency situations are handled efficiently and with a sense of urgency.
- Keeping the Head of School and the Finance and Administration Committee informed with accurate and timely information regarding all maintenance and construction projects.
- Facilitate resolution of issues between departments.
- Fostering, maintaining, and managing relationships with city officials and numerous outside vendors.
- Collaborating with various department directors to execute campus-wide events, such as Commencement and Alumnae Day.
- Abiding by Hockaday's Code of Ethics and Conduct and exemplifying the ideals expressed in Hockaday's Tenets of Staff Excellence.



Candidate Qualities

Leadership

- One who can move easily between broad, strategic thinking and the day-to-day management of a large and diverse department and whose management approach encourages the development and execution of new ideas, promotes transparency, and supports prudent change.

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- A proactive self-starter who projects team spirit and has the ability to organize, motivate, coach, and focus others in pursuit of a well-developed strategic plan.
- An adept manager who respects differences of opinion, seeks consensus when appropriate, and is comfortable making difficult decisions.
- A supervisor who balances effective delegation to staff members while retaining ultimate accountability for results.

Experience

- A minimum of five years of experience in senior-level facilities management or operations positions within an educational institution, another nonprofit organization, or a for-profit corporation.
- A track record of working effectively with multiple constituencies, such as faculty, administrators, volunteers, parents, students, board members, and contract workers.
- Demonstrated success in motivating, mentoring, managing, and evaluating a large and diverse staff.
- A history of establishing, implementing, and maintaining operational policies, procedures, controls, and standards.

Skills and Knowledge

- A broad and deep knowledge of facilities management, safety and security, and, ideally, food services, transportation, health services, and event management.
- An ability to devise, prioritize, execute, and achieve results in a complex institutional environment with multiple demands on time and attention.
- Excellent communication skills in writing, one-on-one, and in small and large groups.
- An advanced understanding of and the ability to use computers and technology, including Microsoft Windows and Office products, basic office equipment, and mechanical equipment.

Personal Attributes

- A self-directed, goal-oriented, and well-organized manager who is also flexible, resilient, nimble, and able to react appropriately in response to unexpected changes and challenges in a high-stress environment.

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- An inquisitive and analytical person who asks the right questions and continually searches for opportunities for improvement and operational efficiencies.
- A responsive and diligent professional with a sense of urgency who appropriately balances timeliness and high-quality results.
- A team-player who thrives in an environment with a strong sense of community and who values authentic relationships.
- An individual who exhibits high emotional intelligence, integrity, self-awareness, and a sense of humor.

Other Considerations

Compensation Highly competitive with comparable schools and other nonprofit organizations in the region.

Education Bachelor's degree in engineering, architecture, facility management, business administration, construction management, or a related field strongly preferred; Master's degree a plus.

Website www.hockaday.org

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.

**For more information, contact:
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