



HATHAWAY BROWN SCHOOL

DIRECTOR OF STRATEGIC PROGRAMS AND AUXILIARY OPERATIONS

Location: Shaker Heights, OH

Post Date: November 2024

Reports To: Chief Finance and Operations Officer

Compensation: Competitive salary and benefits package

THE OPPORTUNITY

Hathaway Brown School is currently hiring for a Director of Strategic Programs and Auxiliary Operations, a newly created leadership position that provides oversight of a robust range of programs including Before Care, After School Programs, Summer Programs, and the rental of school facilities. The position also shares in the oversight of school safety, security, and transportation. This role represents an enviable opportunity for an experienced auxiliary program and operations leader to leverage the many assets of Hathaway Brown and build upon the strength of the school's reputation. The Director of Strategic Programs and Auxiliary Operations will report to the Chief Finance and Operations Officer and work collaboratively across other departments of the school. It will be the responsibility of the new Director to build upon the high quality of existing programs while seeking new opportunities for growth and expansion.



HATHAWAY BROWN SCHOOL PROFILE

Hathaway Brown School has a rich 149-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 825 students and 225 faculty and staff come to Hathaway Brown from 70 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

Hathaway Brown is known for its inclusive environment, outstanding faculty, and unique programs. The campus houses an aquatics center, IDEA Lab, visual and performing arts spaces, two turf playing fields, Upper School learning commons, and has just completed a \$40 million campus renovation. With immersive academic, service, and cultural opportunities, HB graduates attend many of the world's top universities.

MISSION AND VISION

Hathaway Brown is a dynamic and compassionate community dedicated to excellence in the education of girls. For HB, educational excellence includes, but reaches well beyond, superb preparation for college. The true mission of the school, as reflected in its motto, “Non Scholae Sed Vitae Discimus,” is preparation for life. The school strives to foster in the minds of students an abiding passion for learning and in their hearts a constant devotion to strong character and public service.

At this moment in history, there is a great need for women of vision and courage who are empowered for leadership in a multicultural and globalized society. HB seeks to answer that need by inspiring students to achieve their utmost potential and to rise boldly to the challenges of their times.

While transforming the lives of girls is the school's primary calling, Hathaway Brown embraces broader aspirations as well: to help shape a future of unbounded possibility for women; to stand among the country's leading schools in educational innovation; and to be such a force for the common good beyond the campus that HB is respected as a civic treasure.



History: Founded in 1876

Location: 16 acre campus in Shaker Heights, OH

Students: 825 students in the Infant & Toddler Center through 12th grade

Faculty and Staff: 225 full time faculty and staff members

Website: www.hb.edu

Non scholae sed vitae discimus – We learn not for school but for life

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

"Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click here to be directed to the full [DEI Statement](#)."



HATHAWAY BROWN STRATEGIC PROGRAMS

Summer Camp Programs offer an array of dynamic, age-appropriate options designed to inspire and engage students throughout the summer months. Hathaway Brown's current offerings include Hathaway Brown Broad Horizons (all girls K-5), Tiny Trailblazers (co-ed 6 weeks through Pre-K), Hathaway Brown Theater Institute, numerous specialty and athletic camps, and academic Superstart programs.

After School Expressions are fee-based programs for Primary and Middle school students. These classes provide hands-on experiences in various subjects such as art, STEM, music, languages, and physical fitness. These classes are scheduled in convenient after-school sessions, giving students the chance to pursue passions and discover new talents.

After School Club is a paid program available in the afternoons, designed to extend care for students whose families require a later pick-up time. Although this club includes supervised activities, it mainly functions as a structured environment for students to complete homework, enjoy low-key play, or socialize, with a focus on maintaining a safe, friendly setting rather than structured learning.

Before Care provides a free, supervised space where students can start their day in a safe and welcoming environment before classes begin. This program typically opens early, offering quiet activities and a chance for students to ease into their day.

DIRECTOR OF STRATEGIC PROGRAMS AND AUXILIARY OPERATIONS

Reporting to the Chief Finance and Operations Officer, the Director of Strategic Programs and Auxiliary Operations is responsible for strategic planning, operations, market development, program design, budgeting, and management of all Hathaway Brown Strategic Programs including Before Care (EC and Prime), After School Club (EC and Prime), Middle School Homework Club (MS), Expressions (Prime and Middle) Summer Programs(ITC-US), Safety, Security, and Transportation, and the rental of school facilities.

Essential Functions and Key Objectives

Strategic Program Development

Build vibrant programs that achieve desired admissions goals, annual and long-term net revenue targets, and support the school's mission and program.

- Assess, enhance, and where appropriate, expand summer and auxiliary program offerings aligned with Hathaway Brown's mission to meet the physical, emotional, intellectual, and social needs of current and prospective participants
- Collaborate with school leadership, administration, and faculty to ensure all summer and auxiliary programs align with the school's mission and educational philosophy
- Explore opportunities for leveraging the intellectual and physical assets of the school

Program Management

Ensure all summer and auxiliary program participants have a safe and positive experience.

- Oversee ongoing curriculum development for all summer and enrichment programs in coordination with program directors
- Provide ongoing supervision and support of all faculty and staff of the summer and auxiliary programs
- Manage all rentals of school facilities in coordination with School calendar and facility availability

Financial Management

Ensure that the Auxiliary Programs' financial performance meets or exceeds budgeted expectations.

- Prepare annual budget covering all aspects of program expenses and revenues to ensure profitability
- Monitor revenues and expenses in accordance with budgetary restrictions for bottom line performance across all programs
- Continually strive to generate and grow net revenue in support of the school

Marketing and Communications

Effectively promote the programs so as to achieve the enrollment and revenue targets.

- In coordination with the Marketing department, develop and implement a comprehensive marketing strategy for all auxiliary programs
- Ensure that auxiliary programs have an effective and accurate web presence including the website and social media
- Plan and coordinate the publishing and advertising of marketing documents, both digital and print

Administration and Operations

Ensure that the administration of auxiliary programs is efficient and effective.

- Coordinate and organize registration processes for summer and auxiliary programs (i.e. rosters, processing of forms and confirmation letters, parent communication, etc.)
- Maintain accurate and comprehensive summer and auxiliary program database

Transportation, Safety, Security

Lead and oversee safety protocols, security measures, and transportation operations, ensuring a secure and efficient environment for students, staff, and visitors.

- Manage bus routes and rosters in conjunction with Tri-School Consortium and local school districts
- Support field trips and special events
- Oversee badge creation and door access management

Human Resources

Hire and manage to build a qualified, effective, and customer-focused team.

- Manage year round auxiliary program employees including the Director of After School Clubs and HBBH and the Director of Tiny Trailblazers
- Recruit, hire, and train all summer and auxiliary program seasonal and part time employees
- Coordinate and communicate payroll as needed with the Business Office

Other Duties

- Maintain a commitment to student and employee diversity
- Perform other duties as assigned by the Chief Finance and Operations Officer and the Head of School

DESIRED QUALIFICATIONS

Successful candidates will have the experience and drive to develop Hathaway Brown's Strategic Programs to the highest degree of educational excellence. They will be motivated by an entrepreneurial spirit and committed to continuous innovation. The requirements listed below are representative of knowledge, skill, and/or ability required to perform essential functions of the job:

- 5-7 years of summer/auxiliary program experience with 3-5 years of progressively responsible experience managing summer/auxiliary programs
- Bachelor's degree required; advanced degree preferred
- Well-developed collaborative work style; ability to interact with employees at all levels of the community
- An expert in youth development programming, demonstrating current and thorough knowledge of regulations, applicable laws, trends, best practices and new developments in field
- A creative self-starter who brings wisdom, perspective, confidence and excellent problem solving skills to the position
- Demonstrated ability to develop and manage a budget
- Expertise with Google products, Excel, database management (preferably CampBrain), website content management, and digital media
- Expertise in marketing summer or similar programs using a variety of technology resources including social media
- Excellent project management and organizational skills
- Excellent oral and written communication skills
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the School's needs
- An independent and strategic thinker capable of understanding the full scope of projects while seeing individual tasks through to completion
- A positive outlook, and a sense of humor
- A high level of integrity and an extraordinary work ethic
- The ability to pass a background check

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Hathaway Brown School provides equal opportunity for employment, promotion, and compensation without regard to race, religion, color, sex, age, national origin, sexual orientation or handicap. As members of the HB community, employees are expected to treat other members in a nondiscriminatory fashion.

TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit and evaluate candidates for this position. Candidates should apply online at:

Director of Strategic Programs and Auxiliary Operations

Your online application will require the following:

- Cover letter addressed to: Hathaway Brown School
- Resume or CV
- List of 4 professional references with contact information

Thank you for your interest in this role. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: **info@sparcnational.com**.

