



CHOATE ROSEMARY HALL

DIRECTOR OF OPERATIONS

updated January 2021

Choate Rosemary Hall is a highly selective, co-educational boarding school dedicated to transformative student experiences. Drawing on over 120 years as a demonstrated leader in education, Choate has moved with confidence into the 21st century, integrating innovation with traditional strengths. Choate invites applications, nominations, and inquiries as it embarks upon a search for a Director of Operations, a key position overseeing risk management, community safety functions, campus support services, and other operational components of a complex portfolio.

Choate Rosemary Hall

Choate unites creative, passionate, and engaged young people with dedicated educators in a diverse but cohesive community. Through a rigorous curriculum that combines breadth of knowledge with signature immersion experiences, Choate students hone the ability to think independently and critically, to express themselves confidently and cogently, and to delight in the beauty of ideas and inquiry. The connections forged among Choate students, and between students and their mentors, nurture in them the spirit to care about the welfare of others, to respect their environment, and to improve the world they are inheriting.

Comprised of 850 students and over 300 faculty and staff, Choate attracts intellectually gifted and motivated students from diverse backgrounds whose commitment to serious study is enhanced in this personally supportive and academically challenging setting. Two interwoven priorities define the Choate experience: a rigorous academic curriculum and an emphasis on the formation of character in a residential setting that allows for teachers and students to live with, and learn from, each other in important ways. On a campus that inspires a particular sensitivity to beauty, teachers — who share genuine respect and affection for young people — impart an enthusiasm for life and for learning.

Choate is confident that its graduates will go forth from a school that values each of them for their particular talents and enthusiasms; that affirms the importance of personal integrity and a sense of self-worth; that inspires and nourishes joy in learning and love of truth; and that provides the intellectual stimulation to generate independent thought, confident expression, and a commitment to improve the welfare of others.

Situated on 458 acres in Wallingford, Connecticut, about halfway between Hartford and New Haven, Choate is two hours from New York City and Boston.

Choate's financial condition is strong with an endowment value of over \$400 million and an annual operating budget of approximately \$70 million. To learn more about Choate, please visit www.choate.edu.

Alex Curtis, Head of School

Alex Curtis is in his tenth year as Head of School at Choate Rosemary Hall. Since his appointment, Dr. Curtis has led a number of important initiatives including the full adoption of a one-to-one iPad program and the creation of a campus master plan and task force on community. He also spearheaded the School's first comprehensive strategic planning process in 20 years.

Embarking on his 25th year in educational leadership and administration, Dr. Curtis has presented on various topics at the National Association of Independent Schools (NAIS) annual meeting and NAIS's Summit on the Science of Learning and 21st Century Schools. Dr. Curtis is former President of the Eight Schools Association and serves as a Council Member of The Heads Network. He joined The Association of Boarding Schools' (TABS) Board of Directors in 2017.

An architectural historian, Dr. Curtis earned his doctorate from Princeton University's Department of Art and Archaeology. He has overseen the design and building of three LEED-Certified campus facilities: the Cameron and Edward Lanphier Center for Mathematics and Computer Science, which opened in 2015; St. John Hall student center, which opened in 2017; and the Ann and George Colony Hall for dance, music, and voice, which opened in 2019. Colony Hall includes a recital hall, dance studio, and practice rooms, as well as a 1,070 seat auditorium capable of seating the entire student body and faculty in one place.

Patrick Durbin, Chief Financial Officer

Patrick Durbin joined the Choate community in July 2020. He served previously as the Senior Associate Dean for Finance and Administration and Chief Financial Officer at the Georgetown College of Arts and Sciences, the largest academic unit at Georgetown University in Washington, DC. There, he provided strategic management and oversight pertaining to the finances of the University, which include budget, human resources and staffing, and systems infrastructure.

At Choate, he oversees the following functional areas: Community Safety; Facilities Services, which consists of both Maintenance and Construction Management/Planning; Finance, which includes Accounting, Budgeting and Planning, Cash Management, Endowment Management, and both Internal and External Financial Reporting; Human Resources; Legal and Risk Management; and

Support Services, which include Food Service, Housekeeping, Laundry, Mailroom, Sally Hart Lodge, and School Store.

He is a member of the School's Covid-19 Task Force that has been planning for and oversaw the School's reopening plans.

Director of Operations

Reporting to the CFO, the Director of Operations manages and directs all of Choate's risk management and community safety areas, as well as specific campus support services (Mailroom, Sally Hart Lodge, and Choate Store).

The Director of Operations works closely with the CFO and external stakeholders; provides strategic and operational leadership and advice; and is responsible for contributing to strategy decisions. The Director has one direct report in Community Safety and two direct reports in campus support services (mailroom supervisor and innkeeper), and indirectly oversees the work of approximately 15 Choate staff members and 5 contract staff.

Specifically, the Director will:

- Serve as the chief advisor to the CFO on all matters related to risk management. This position will also work collaboratively with the CFO and Choate community to ensure open communication about the operational health and goals of the institution and how the School's risk management strategy support these goals.
- Oversee the analysis, interpretation, and communication of institution-wide risk management and community safety information. In keeping with the academic and strategic goals, develop, evaluate, and implement risk management plans and policies; distill issues and decision points; and identify and assess alternatives.
- Oversee crisis management planning. Coordinate and conduct School-wide drills and table-top exercises throughout the year. Provide support to the Senior Officer Crisis Management Team. Update the School's crisis management protocols annually. Ensure appropriate training for team members.
- Manage the School's insurance program to ensure proper and adequate liability, as well as property, director and officer, student (tuition and health), and other coverages with the School's insurance broker, insurance providers, and consortium members. Carry out ongoing analysis and recommend changes in coverage, as necessary, to support the School's programs.

- Provide support to the Global Studies office and Community Service office in the administration of off-campus programs to ensure participant safety both domestically and abroad. This includes the creation, review, and oversight of policies, permissions (from trip organizers, responsible supervisors, administration, and parents), budgets, medical issues, supervisory responsibilities, training, and related risk matters. Coordinate and conduct trip leader and emergency preparedness training. Ensure the integration of off-campus crisis management documents with on-campus policies and procedures. Keep current with best practices and issues in domestic and international off-campus risk management.
- Increase the efficiency and impact of operational processes and oversee the development and monitor the results of specific campus support services: Mailroom, Choate Store, and Sally Hart Lodge. Ensure processes are well coordinated across the institution, aligned with priorities, minimize institutional risks and costs, and are communicated openly.
- Identify, measure, and manage insurable risks and hazards and oversee the implementation of risk solutions that help optimize facility operations. Provide assistance, advice, and guidance to Community Safety including ensuring safety of all community members. Work collaboratively with Facilities to ensure the proper functioning of life/safety issues (e.g., fire alarm, emergency notification systems, exit lighting). Work with local safety and state compliance officials where necessary.
- Monitor and recommend revisions to the School's risk and safety policies and practices to ensure compliance and consistency with best practices. Work in collaboration with all departments to identify, research, and report on areas of potential risk exposure and recommend/implement corrective action as needed. Interact with peer risk managers (e.g., United Educators and International SOS) to enhance Choate's risk management program.
- Collaborate with the Director of Facilities to oversee safety training for facilities staff and promote safe workplace practices. Make certain all personnel are properly certified in their area of expertise.
- Be an advocate of new technology, processes, and initiatives to improve the efficiency of risk management strategies and the School's resources.
- Coordinate and chair the campus-wide Safety Committee.
- Plan and lead disaster recovery planning and management.
- Communicate successfully with all members and levels of the institution.

- Direct and oversee the hiring, development, management, and evaluation of staff.

The most successful candidates will:

- Be committed to the mission and expectations of a highly regarded boarding school. Thrive in a close-knit, diversity-minded, student-focused community.
- Speak and communicate effectively with a wide range of constituencies across the institution (Head of School, CFO, students, faculty, staff, and community).
- Be willing and able to make difficult, timely, and financially responsible decisions with the ability to articulate and resolve risk, legal, and institutional considerations in all decision making.
- Possess a high degree of professional discretion, integrity, good judgment, and high standards of professional conduct.
- Be able to move fluidly from one task to another within a variety of areas of responsibility smoothly and seamlessly in order to support the CFO, senior officers, and direct reports and their departments. Must also be able to address issues from all faculty and staff as well as outsourced services.
- Be a strong, experienced, and sophisticated manager who can create and enforce clear administrative systems, policies, and guidelines.
- Be an effective, fair, and open negotiator who is committed to a transparent and collaborative decision-making process with all parts of the Choate community.

Requirements:

Ten or more years of directly related experience in a progressively responsible risk management position. Ability to demonstrate in-depth knowledge of the full range of experience within an independent boarding school environment preferred. Proven ability to affect and influence change through a communicative, collaborative, and inclusive style. Excellent communication, problem solving, and project management skills.

Applications and Nominations

Evaluation of candidate materials will begin immediately and continue until a new Director of Operations is named. Inquiries, nominations, and letters of interest with a resume may be sent in confidence to:



Ruth Shoemaker Wood, Partner
Storbeck Search

ChoateOperations@storbecksearch.com

Choate prohibits in all its programs discrimination against or harassment of any member or group based upon age, gender, race, color, religion, disability, sexual orientation, gender identity or expression, national origin, genetic predisposition, ancestry or other categories protected by Connecticut or federal law. It does not discriminate on these bases in the administration of its admission process, educational policies, scholarship and loan programs, athletics, or other school-administered programs.