



THE PEDDIE SCHOOL

ASSISTANT HEAD FOR FINANCE AND OPERATIONS

Founded in 1864, The Peddie School is an independent, coeducational boarding and day school for grades 9-12 and postgraduate located in Central New Jersey, less than ten miles from Princeton and an hour from New York City and Philadelphia. Peddie invites applications, nominations, and inquiries as it embarks upon a search for an Assistant Head for Finance and Operations. The successful candidate will demonstrate a deep commitment to independent schools and a genuine desire to engage actively in Peddie campus life.

THE PEDDIE SCHOOL

Peddie was founded in 1864 as the Hightstown Female Seminary, a Baptist preparatory school. Later that year, boys were admitted, and the school began a series of name changes. In 1872, the school took its current name in honor of philanthropist and politician Thomas B. Peddie (1808-1889), who gave the school a \$25,000 gift.

Peddie School remained coed until 1908, when it was decided, for social and economic reasons, to admit boys only. This standard was reversed in the early 1970s, when girls were readmitted. The school is now coeducational and non-denominational.

Wilson Hall (1866-1978) served all the school's needs until 1889, when additional land was acquired and more buildings erected. Peddie's longest-serving head of school, Roger W. Swetland (1898-1934), drew up the master plan to create the central grassy mall.

Gifts from Ambassador Walter H. Annenberg '27 were used for the construction of two libraries, dormitories, and an athletic center, among other projects. The school has grown to include 57 buildings on a 280-acre campus.

In 1993, Annenberg gave \$100 million to Peddie, which provided an endowed fund for financial aid, enabling students from every walk of life to receive a Peddie education. The ambassador died in 2002, just after giving the cornerstone gift for the construction of The Walter and Leonore Annenberg Science Center, which was completed in fall 2005.

Peddie's financial condition is strong, with an endowment value of \$375 million and an annual operating budget of approximately \$40 million. To learn more about Peddie, please visit www.peddie.org.

MISSION AND VALUES

Guided by the confidence of our motto, "We Finish Our Labors to Begin Them Anew," The Peddie School is committed to the intellectual, social and moral growth of each of our students. We welcome individuals with diverse talents and backgrounds whose excitement, curiosity and character create an educational community where passion for learning grows. With enthusiasm, humor and patience, we challenge our students to reach beyond their expectations and to define success by the progress they make. In this boarding school environment we not only prepare our students for the rigors and rewards of college, but also inspire each to strive for the highest quality of citizenship.

Respect. Honesty. Scholarship. Balance. Courage.

At Peddie, these core values are our guiding philosophy. We are committed to exposing you to excellence in as many forms as we can. We believe it is our responsibility to provide you with an environment in which you can develop a healthy value system and reach your maximum potential as an individual. We all have responsibilities toward one another and strive to build a community in which we can all grow together.

STRATEGIC PRIORITIES

Looking ahead from a position of strength, and proud of Peddie's culture of innovation and improvement, the [strategic plan](#) supports Peddie's culture and history and inspires continued progress. Informed by an impressive record of innovation, the challenges facing independent secondary education, and the changing expectations of families and colleges, Peddie has established four strategic priorities and the implementation steps needed to achieve them. Peddie is committed to these historically important hallmarks: transformational education; outstanding teaching; curricular innovation; and enrollment of students with the greatest excitement, curiosity, and character.

Strategic priorities include: Excellence; Access; Fiscal Sustainability; and Telling the Peddie Story

DIVERSITY, EQUITY, AND INCLUSION

“Numbers don’t necessarily mean access, equity and inclusion.”

Peddie has a diverse student population. According to an Assessment of Inclusivity and Multiculturalism (AIM) survey through the National Association of Independent Schools (NAIS), less than 50% of Peddie’s student body identifies exclusively as white.

Peddie is committed to ensuring an equitable and inclusive experience for all campus community members and is currently embarking upon a search for a Founding Director of Diversity, Equity, and Inclusion (DEI). Peddie is also forming a DEI Council of School leaders and students and enhancing professional development for faculty and staff around DEI issues.

DEI Goals for 2020-21 include:

Structural (Institutional) Goals

- Increase cultural competency and awareness.
- Develop a formal reporting system for biased and discriminatory behaviors.
- Create a DEI Council of students and faculty members.
- Examine and reevaluate DEI metrics for essential aspects of the Peddie experience.

Community (Interpersonal) Goals

- Embrace DEI work as a continuous effort to learn and grow as a community.
- Provide each other with the support to better understand issues of privilege, oppression, and marginalization.
- Navigate challenging conversations with empathy, respect, and awareness.

In January of 2020, Peddie administered the NAIS Assessment of Inclusivity and Multiculturalism (AIM) survey to students, faculty, and staff. The school’s curriculum committee recommended that Peddie use the AIM survey, a confidential survey designed to elicit feedback on school climate and culture, as an extension of an internal, departmental diversity audit.

Peddie has partnered with the National SEED Project (Seeking Educational Equity and Diversity) to implement professional development for faculty and staff. The SEED program relies on peer-led seminars to help drive more inclusive teaching methods, curricula, and community interactions. Representatives of Peddie attended the online SEED New Leaders Week during the summer to prepare them to lead SEED seminars at Peddie.

PETER QUINN, HEAD OF SCHOOL

Peter Quinn was appointed the 16th head of school in 2013. His appointment was a homecoming to Peddie, where he had served as a teacher, coach, dorm supervisor, college counselor, and admission director between 1985 and 1996. Quinn oversaw the Peddie admission office in the years immediately following the school's \$100 million gift from Walter H. Annenberg '27. He was noted for his focus on Peddie's mission during the transformative years when the Annenberg scholarship program was created and applications to the school tripled.

Immediately prior to his return to Peddie, Quinn was the headmaster of Wakefield School in Virginia for seventeen years. He is credited with vastly improving the school by increasing enrollment, faculty and staff, acreage, playing fields, and infrastructure. He has also taught at the Hackley School.

Quinn holds a bachelor's degree from Washington and Lee and a master's degree from the University of Virginia. He is a son of James H. McK. Quinn, headmaster of The Episcopal Academy (1957-1975), and a grandson of Rev. Albert H. Lucas, headmaster of St. Alban's School (1929-1949). Two of his siblings are also lifelong teachers. He and his wife Maryanne have three children.

LOCATION

Peddie is located in Central New Jersey, just outside of Princeton, an hour from Philadelphia and New York City, and 45 minutes to the Jersey Shore. Princeton features a wide variety of retail, cultural, and dining options. Art lovers can visit the McCarter Theater or stroll through the Princeton University campus and visit the Princeton Art Museum. There is easy access to parks, waterways, and trails, as well as ample public transportation.

ASSISTANT HEAD FOR FINANCE AND OPERATIONS

The Assistant Head for Finance and Operations reports to the Head of School and is a key part of the senior administrative team. The Assistant Head works closely with the Head of School to address Peddie's financial, investment and business objectives.

Specifically, the Assistant Head:

- Works with the Head of School, faculty, Board of Trustees, and senior administrators to provide strategic direction and implementation of Peddie's educational environment and to ensure that financial, business, and investment objectives of the School are met in an effective and timely manner.

- Provides the financial information and planning that builds trust among faculty, administration, staff, students, and alumni.
- Manages and directs the annual operating budget, including supervising the day-to-day business function.
- Establishes an effective financial modeling system for strategic planning.
- Works closely with both the Hightstown, New Jersey, community and the School toward fostering positive and favorable community relations.

Specific areas of oversight for the Assistant Head include:

Business Management

- Direct and manage all support staff operational functions including: Building Services, Security, Peddie Food Service, Business Office, Risk Management, Outside Use of Facilities.
- Serve as primary staff liaison with the Board's Finance and Audit Committee and Investment Committee.
- Serve as the Board's Assistant Secretary.
- Serve as liaison in all non-academic litigation proceedings.

Fiscal Management

- Develop, present, and manage all operating and capital budgets.
- Develop and present to the Board of Trustees financial planning models for strategic planning and fiscal oversight.
- Negotiate all school-issued debt instruments for capital financing.
- Supervise the Controller who acts as liaison with endowment fund managers.

Construction Management

- Serve as school liaison for all major capital projects.
- Represent the school in all negotiations with architects, project managers, and general contractors.

Human Resource Management

- Oversee and manage the school's 110 staff employees.
- Oversee staff hiring, training, and assessment process.
- Develop and implement staff employee handbooks.
- Interpret and apply federal and state employee law.
- Negotiate and manage all employee benefit programs.

OPPORTUNITIES AND CHALLENGES

The Assistant Head will be an instrumental partner in addressing key opportunities and challenges:

- ***Enrollment and Costs:*** Peddie operates from a sound position within the highly competitive independent school market. Working with the Head of School, School leadership, and the Board, the Assistant Head will help to identify ways to further distinguish Peddie and present options and implement strategies to identify additional sources of revenue, manage and control costs, and manage tuition rates.
- ***Commitment to and Support for DEI:*** Peddie is firmly committed to embracing DEI work as a continuous effort to learn and grow as a community. The School embraces the sustained and ongoing work of making the Peddie community inclusive, safe, and welcoming for all students and adults. The Assistant Head must embrace Peddie's DEI initiatives and find the funding required for implementation of its goals.
- ***Long-Term Financial Sustainability:*** The Peddie School continues to benefit from the Annenberg Gift of \$100 million received nearly a quarter of a century ago, and subsequent endowment gifts. Peddie has had the discipline to maintain and expand the real value of the endowment and campus. The Assistant Head, working with the Head of School and the Board of Trustees, must preserve the value of the endowment to assure that future generations of Peddie students inherit intergenerational equity at a minimum. The strategic plan calls for formalizing conservative rules for annual endowment spending with the goal of preserving the real value of the endowment. The Assistant Head must embrace and lead these initiatives with the school's investment committee.
- ***Campus Plan and Physical Plant:*** As part of the strategic plan, the Assistant Head will work with campus leadership and the Board in continually updating a ten-year campus plan for physical plant priorities that complement the existing Campus Master Plan. The Assistant Head will negotiate and manage vendor contracts and relationships, oversee future campus construction projects, and serve as a chief strategist around building projects and the establishment of appropriate budget allocations to a reserve fund for campus improvements.
- ***Risk Management:*** The Assistant Head will ensure that processes are well coordinated across the institution, align with priorities, safeguard its assets, and minimize institutional risks and costs. Open, transparent communication and educating the campus community around risks are essential. The Assistant Head will also serve as the chief liaison with Peddie's outside investment and legal counsel.

QUALIFICATIONS

- A strong background in financial systems and modeling, investment and risk management, support services administration, business services, human resource and benefit administration, and facilities management.
- A track record of effective financial and business management.
- Ability to interface effectively with all levels of the school community – administration, faculty, staff, students, Board, alumni, and friends of the School.
- An open and collaborative management style characteristic of a team player.
- Excellent communication skills, both oral and written.
- Proven financial modeling and forecasting skills.
- A high level of integrity and an extraordinary work ethic.
- Knowledge and experience in setting up effective financial controls.
- Effective negotiation skills in developing contracts with external vendors.
- A strong commitment to education and the importance of the learning process.
- Ability to hire, develop, motivate, and lead new talent and manage a high-quality staff.
- Creativity, a positive outlook, pro-active orientation, and a sense of humor.
- Experience in an independent secondary school, college, or university setting preferred, though individuals with strong financial and leadership skills in a related field are encouraged to explore this high visibility opportunity.
- 10 - 15 years of work experience in a financial and business leadership position.
- Bachelor's degree required, M.B.A. and/or a master's degree in a related field strongly preferred.

APPLICATIONS AND NOMINATIONS

Evaluation of candidate materials will begin immediately and continue until a new Assistant Head is named. The expected start date for this opportunity is July 1, 2021. Inquiries, nominations, and letters of interest with a resume may be sent in confidence to:



Ruth Shoemaker Wood, Partner
Vicki Henderson, Senior Associate
Storbeck Search

PeddieAsstHead@storbecksearch.com

Peddie School is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other characteristic protected by law.