



# **Chief Financial Officer Search**

## **Open Until Filled**

Washington, DC

## **School Overview**

The River School is a progressive, independent school that currently serves 250 students. Students with hearing loss learn alongside their typically developing peers in an inclusive environment from 18 months through Grade 5. Founded in 1999, The River School (River) established the first fully inclusive educational program for children with hearing loss in the United States.

River fully immerses children with hearing loss with their typically developing peers. River's unique co-teaching model pairs a master's level educator and a speech-language pathologist in each classroom, teaching together in a multi-curricular, hands-on manner. Classroom teaching teams are supported by transdisciplinary specialists, emphasizing experiential and collaborative learning in a curriculum that integrates literacy, math, science, drama, music, visual arts, physical education, and creative movement into a robust, child-centered program, adding world languages in Upper Elementary. The school also engages in a robust graduate student training program that brings additional talent – about 17 graduate students per semester – into the school.

The River School challenges each child to work collaboratively, to think critically, and to develop the confidence to take risks, embrace their curiosity, and find their voice. For 25 years, River has maintained a multi-curricular, standards-based and research-backed approach to teaching. More information can be found at [riverschool.net](http://riverschool.net)



# The Organization

The overall organization is comprised of three entities, each of which has their individual financial reporting requirements, including monthly financials, board reports, and the annual audit.

## The River School's Affiliated Organizations



## Position Summary

The River School Chief Financial Officer (CFO) position includes responsibility for the finances of two affiliated nonprofits–The Potomac River Clinic and The National Center for Hearing Innovation.

The organization consists of three entities:

- The National Center for Hearing Innovation (NCHI)
- The River School
- The Potomac River Clinic (PRC)

## Position Summary, Cont...

The NCHI will eventually serve as the philanthropic arm of the organization, supporting The River School and PRC through grant and industry funding. The NCHI uses data from the school and clinic assessment programs to demonstrate the efficacy of cochlear implants and early intervention and to develop and disseminate best practices. NCHI also serves as the organization's advocacy and outreach arm, lobbying for legislation that will improve the lives of individuals with hearing loss and collaborating with universities, hospitals, and other organizations across the country on research.

PRC is an outpatient hearing and speech clinic that serves children with hearing loss and is housed within The River School. Because insurance coverage for hearing devices and rehabilitation fails to cover the full costs, only 70% of PRC's income comes from insurance billing, the organization relies on grants and other fundraising to close the gap. Last year, PRC and River used grant monies from two foundations to establish the Community Outreach Fund. The COF helped PRC acquire auditory brainstem testing equipment and establish an infant diagnostic center—one of only two Washington, DC centers that accept Medicaid. The COF allowed River to cut wait times for diagnosis from eight months at Children's National (the other center) to an average wait time of seven days. After early identification, babies are provided with hearing aids and speech and auditory therapy and are referred for cochlear implant candidacy, if appropriate. The diagnostic center identifies babies much earlier than in the past and has vastly improved the prognosis for their speech, language, and social development.

Finally, The River School... the reason everything exists today. The school provides a premiere independent school education to 245 children ages 18 months to grade 5. Families come to River from around the world for an inclusive educational environment. There is currently little capacity to grow enrollment, but capacity will be expanded once Phase 2 of the capital project is completed at the new location.

The CFO oversees the finances of all three entities, including monthly financial reporting, interactions with the finance committees of each entity's boards, and The River School's annual audit. The CFO is assisted by a very competent and knowledgeable Assistant Business Manager.

The River School is at a very exciting time in its history. It has an agreement in place to purchase a nearby property, which will expand the school's capacity to 480 students, increase the clinic's capacity, and make the clinic and school more accessible to the DC community via access to a nearby Metro station.

The school is in the final stages of zoning hearings and should purchase the new property in the spring of 2025. Between now and then, the next CFO will work to ensure that Phase I—renovation of the existing mansion into Administrative and Community Spaces is completed—and that the project is ready to go once purchased. This includes ensuring fundraising goals are met, financing is secured, and contractors are ready to begin. In Phase II, 66,000 square feet of new construction will be added to the property.

# The Key Responsibilities

First and foremost, the successful candidate will need to embrace The River School's mission.

## Key responsibilities

- Manage daily business office operations, business office personnel, and cash flow control;
- Compliance with formal financial reporting requirements and relationships with financial institutions;
- Oversight of financial records of the school and preparation of reports for the HOS and BOT;
- Develop and implement annual and long-term financial plans, budgets, and forecasts in alignment with our organization's strategic goals;
- Advise and work closely with the Board of Directors of the three nonprofits to set and achieve financial goals, including long-range financial planning, including expansion into a new campus (expected in 2028-2029);
- Schedule and attend meetings of the Finance Committee and the Investment Committee of the affiliated nonprofit boards and assist with all board-generated initiatives;
- Conduct the annual budget process for The River School, Potomac River Clinic, and National Center for Hearing Innovation;
- Manage the investment policies and administration of The River School's Endowment Fund;
- Periodically review the School's mortgage financing and work with external investment advisors to optimize resources and manage risk;
- Work with the Director of HR to oversee benefits and payroll and to review the retirement plan, health insurance plan, and other employee benefits;
- Advise and work closely with the staff and board of Potomac River Clinic to set and achieve financial goals, optimize operations, and increase billing and collections with an eye to expansion opportunities;
- Oversee the School's financial aid process;
- Oversee and supervise the HR, Business office, and Facilities personnel;
- Work with the School's auditor to conduct the annual audit for The River School and to file 990s and business license forms for The River School, Potomac River Clinic, and the National Center for Hearing Innovation;
- Other duties as assigned.

## The Profile of the next Chief Financial Officer

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

The ideal candidate will have a background or experience in:

- Independent Schools and/or Non-Profits
- Accounting and/or Finance (CPA, Preferred)

In addition, the ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

- Analytical Aptitude
- Risk Assessment Skills
- Strategic Mindset
- Business Intelligence
- Financial Expertise
- Strong Code of Ethics
- Effective Communication
- Decision-Making Skills
- Negotiation Acumen
- Entrepreneurial Mindset
- Large Project Management Experience
- Demonstrated Critical Thinking & Problem Solving Skills

## To Apply

Application Deadline: Open Until Filled

*Please note that strong candidates may be considered before the application deadline.*

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands  
President, IndySchool Consultancy  
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at [tim@indyschoolconsultancy.com](mailto:tim@indyschoolconsultancy.com)

Strong candidates will be required to take competency assessments.

## Compensation & Benefits

In addition to a competitive salary, The River School offers a generous benefits package, including medical, dental, vision, long-term disability, life insurance, 403(b) matching after a year, paid leave, and various other voluntary products.

**For inquiries,  
contact us.**

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(440) 361-9880



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