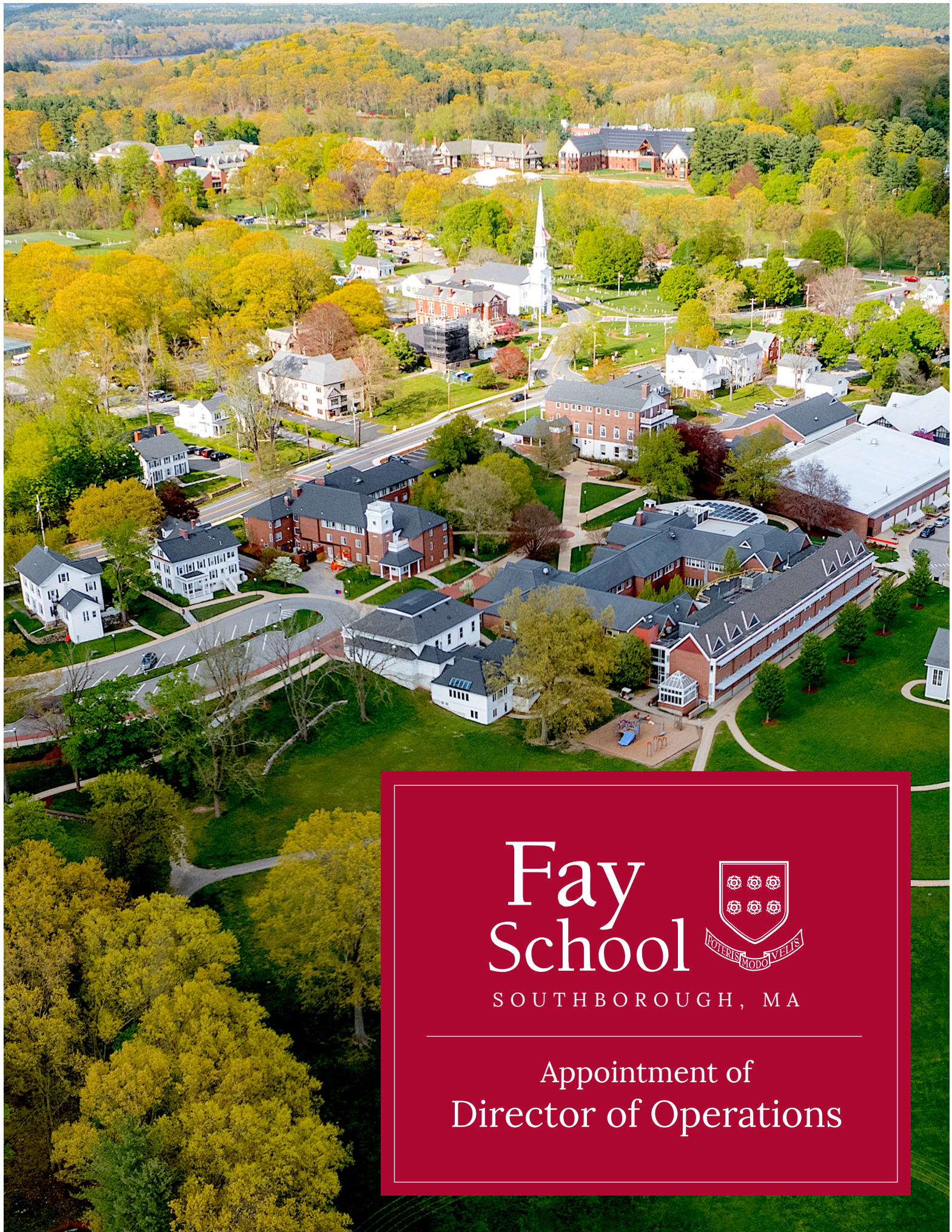
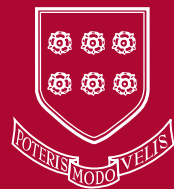




Fay
School



SOUTHBOROUGH, MA

Appointment of
Director of Operations



The Opportunity: Director of Operations

Fay School seeks strategic problem-solver with expertise in operational management to serve as Director of Operations, a position that will commence on July 1, 2026.

The Director of Operations reports to the Head of School and is a member of the Senior Administrative Team. The Director works collaboratively with the Senior Administrative Team and the Board of Trustees to promote the School's mission and strategic goals. The Director provides leadership and actively

participates in all aspects of the School's strategic planning and operations. The Director of Operations plays a critical role in ensuring the smooth, safe, and efficient daily functioning of the School. The Director oversees operations, including facilities, finance, business operations, summer camp and auxiliary programs, dining services, the school store, health services, campus safety, and crisis management. The ideal candidate is a proactive problem-solver who thrives in a dynamic school environment and can balance big-picture planning with meticulous attention to detail.

Job Responsibilities

- Demonstrating leadership in all aspects of the school community as a member of the Senior Administrative Team
- Supporting and contributing to the work of the Facilities, Finance, and Investment Board Committees and the Board of Trustees
- Stewarding the School's financial resources by working in tandem with the Director of Finance to ensure that all aspects of financial management, including covenant compliance, annual audit and budgeting, and financial systems and operations, are compliant with GAAP and ensure the long-term financial sustainability of the School
- Monitoring the legal and human resource matters of the School in partnership with the Director of Finance
- Collaborating with the Director of Finance to manage risk and lead the School's risk management practices
- Overseeing the Director of Facilities to ensure that all aspects of facilities management, including maintenance, capital projects, environmental sustainability, and custodial service are in line with Fay standards
- Ensuring that campus buildings grounds are safe, functional, and aligned with the School's aesthetic and operational standards
- Developing long-term facilities plans, vendor contracts, preventative maintenance schedules, and sustainability initiatives
- Overseeing auxiliary programs, including FaySummer, Business Development, Extended Care programs, and facility rentals.
- Overseeing insurance policies, liability coverage, and incident reporting procedures
- Overseeing the School's Health Office, including nursing staff, protocols, and compliance with student health laws and documentation requirements
- Ensuring that emergency medical procedures, communicable disease policies, and student health protocols are up to date and effectively implemented
- Developing and managing campus safety policies, emergency preparedness plans, and crisis-response protocols, safety training, drills, and incident reporting systems in collaboration with the Director of Campus Safety
- Assessing and mitigating operational risks, ensuring that systems and policies meet regulatory standards
- Overseeing contracted food service operations, ensuring high-quality, nutritious meal programs for day and boarding students while promoting limited or minimal food waste
- Managing vendor relationships, meal planning standards, and adherence to safety and sanitation requirements.
- Leading and supervising operational staff across departments, promoting a culture of service, accountability, and collaboration.
- Standardizing and improving operational workflows, documentation, and cross-department coordination
- Actively supporting and promoting a school culture of equity, inclusion, and belonging



About Fay School

Founded in 1866, Fay School was the first junior boarding school in the United States. With students from kindergarten through grade nine, Fay provides an extraordinary educational experience for a diverse population of students drawn from across the United States and 27 countries. Fay blends tradition with 21st century innovation, underpinned by a deep commitment to the educational philosophy that has remained consistent throughout their history: to provide the 'foundation for a meaningful life'. Fay's broad and challenging program empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character - all essential to living a life of meaning.

Fay's Philosophy

As a day and boarding school for students in Kindergarten through Grade Nine, Fay School is a community built on five core values: academic excellence; honorable conduct; dedicated service; earnest effort; and wellness of mind, body, and spirit. While the school has grown and evolved since its founding in 1866, our central purpose has remained constant. Fay provides a broad and challenging program that empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character. Earnest effort has been emphasized throughout the School's history, as enshrined in our motto, *Poteris modo velis* ("You can if you will").

Fay is dedicated to educating children to their full potential in the early childhood, elementary, and middle school years by helping them recognize and develop their intellectual, aesthetic, physical, social, and emotional capabilities. We teach our students essential, enduring skills: to read well, to write and speak clearly and coherently, to reason soundly, to question thoughtfully, and to study effectively. These skills support their ability to lead, to collaborate, to create, and to solve problems.

Love of learning brings us together, and we encourage our students to be curious, creative, and open to new ideas. Fay's safe and supportive environment allows students to take risks and encourages them to learn from mistakes, within the context of high expectations regarding academic performance and ethical conduct. Our teachers know their students as individuals and help them come to know themselves. As Fay students grow, they develop an understanding and acceptance of their own challenges and strengths as learners.

Honesty, respect, responsibility, empathy, and kindness inform our conduct. The development of manners, civility, and integrity are hallmarks of our school. At every grade level, we emphasize an obligation to help ensure the well-being of others. As a home for boarding students from many cultures and backgrounds throughout the United States and around the world, Fay is an inclusive community that recognizes, respects, and celebrates the full range of human diversity.

In all of these ways, Fay prepares our students to lead productive and fulfilling lives that make a positive difference in the world.





Fast Facts

Enrollment:

- 475 students in grades K-9
- 150 boarding students (grades 7-9) from across the United States and 27 countries
- 325 day students from over 50 surrounding towns

Divisions:

- Primary School: Kindergarten to Grade 2
- Lower School: Grades 3 to 6
- Upper School: Grades 7 to 9

Secondary School Placement

- 3 secondary school counselors
- 100+ secondary schools send admission representatives to Fay School each year

Athletics:

- 20 interscholastic sports with 57 different teams
- 10 intramural options for grades 5 to 9

Auxiliary Programs

- The Early Learning Center - an early childhood program for children age 2 years, 9 months through age 5
- FaySummer for campers in pre-school through grade 9

Campus:

- 66 acres located 25 miles west of Boston in Southborough, Massachusetts including a 33 acre athletic campus in Marlborough
- 41 faculty and staff living on campus
- 7 residence halls
- 2 libraries
- 4 art studios, 350-seat theatre, dance studio, music rehearsal studios, and recording studio
- Robust athletic facilities, including 33-acre athletic campus, fields, tennis courts, basketball courts, heated pools, ropes courses, fitness centers, indoor turf fields, and an indoor rock-climbing wall
- 7,000 square-foot Center for Creativity and Design

Job Requirements

A bachelor's degree and a minimum of 7 years related work experience are required as well as prior experience, with a strong track record of success in operational management, preferably in an independent school or non-profit organization. The ideal candidate will demonstrate effective management, sound judgement, and decision making skills, along with strong written and verbal communication skills, organizational skills, and attention to detail.

Compensation & Benefits

Fay seeks candidates who will reflect and enhance the diversity of our school community. This is a full-time position that will be performed on-campus. The salary range is \$150,000 - \$170,000. This position offers 50% tuition remission, in addition to a generous benefits package.

Applications

Evaluation of candidate materials will begin immediately and continue until a Director of Operations is named. Interested candidates should send a cover letter and resume via our **secure applications portal**. All inquiries and discussions are strictly confidential.

Access our secure applications portal by visiting fayschool.org/jobs or clicking here >>

Fay School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, sexual orientation, genetic background, age, disability, military service, or any category protected under applicable law in its hiring, employment or other programs and activities.

