

Job Posting

BUSINESS DIRECTOR

The German International School Washington D.C. (GISW) is seeking an experienced and highly qualified Business Director who will manage the day-to-day business operations and oversees non-pedagogical departments. The Business Director is responsible to ensure immediate operational excellence and long-term sustainability of the school.

GISW is a leading international school in the Washington D.C. metro area. For almost 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINT-EC school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students. The Business Director is responsible to ensure immediate operational excellence and long-term sustainability of the school.

OPENING:

June 2021

GENERAL INFORMATION:

This position is full-time and exempt

DESCRIPTION:

The core operational responsibilities of the Business Director include the following, and other duties as necessary:

General Business Management
School Relations and Communication
Financial Management
Compliance
Personnel Management

- Manage and oversee the daily administrative operations of the German International School Washington D.C.
- Lead and supervise the non-teaching administrative functions including Accounting, HR, IT, Facilities, Bus Services, Bookstore, Medical Services and Cafeteria, Communication, Advancement as well as Admissions and Enrollment.
- Provide excellent customer service to parents, staff, and students.
- Ensure operational integrity including process improvement as well as compliance with all applicable local and German laws and regulations, regulatory reporting, contractual obligations and zoning regulations.
- Work with the school board to ensure the fiscal health of the School for effective operation and long-term sustainability.
- Together with the Head of School and Board Members, cultivate and maintain effective relationships with the school community, the German Embassy, funding authorities in Germany, local leadership and other public and private partners.
- Manage and oversee the operational budget and financial reporting process, ensuring proper accounting and cash management.
- Maintain a productive relationship with the Employees' Association.

	<ul style="list-style-type: none"> • Support the work of the Board with respect to financial planning and administrative oversight. • Establish and implement administrative policies and procedures. • Develop a long-term personnel plan to manage the recruitment and retention of a high quality, motivated and diverse administrative team. • Represent and advocate for the School at local and state levels in the US and Germany. • Work closely with the Head of School and Board of Directors develop and implement a strategic plan to attract new students and retain current students. • Minimal travel; attendance required during some evening and weekend events and meetings.
REQUIREMENTS:	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> • At least seven (7) years of management experience with a record of success in establishing strategic paths for growth; effectively assembling, leading and motivating a team of professionals; and creatively tapping a wide range of resources to achieve success; • Understanding of the rules and regulations applicable to independent schools in the US; • A track record of initiating change and managing growth at an educational organization preferred; • A track record of successfully running and managing the finances of a multi-million dollar operation; • Proven ability to develop meaningful relationships with diverse stakeholders in a multi-cultural environment, as well as managing and resolving conflicts; • Demonstrated effective written and verbal communication skills • Fluency in English and German required • A minimum of a Bachelor's Degree from an accredited, four-year university; an advanced degree in business, accounting or finance is preferred.
BENEFITS:	<ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
To Apply:	Please submit your letter of interest and resume to jobs@giswashington.org .
	<i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i>



Independent. Bilingual. Weltoffen.

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