



EPIPHANY SCHOOL

Seattle, Washington



CHIEF FINANCIAL & OPERATING OFFICER SEARCH

Position Starts September 2025



EDUCATORS COLLABORATIVE

EXPERTS IN SEARCH, TRANSITION & STRATEGY



JOIN A COMMUNITY THAT CARES

Epiphany School is a non-parochial, independent elementary school serving grades pre-kindergarten through fifth grade.

How would it feel to leave the house every morning knowing you're headed to a caring and supportive community, where curiosity is required for children and adults alike? *Excited. Inspired. Engaged.*

Welcome to Epiphany School! Nestled in Seattle's charming Madrona neighborhood on a charming historic campus, Epiphany supports students to develop their voices, practice leadership skills, and solve problems on their own and as a group. An expert faculty and staff encourages students to explore, create, embrace, and personalize their own studies. Children feel free to fail and make mistakes, make individual and collective choices, and build strong character. Adults and children travel this journey together—working side by side in a supportive community and creative environment where everyone takes responsibility to become the best “me” each of us can be.

MISSION

Epiphany School challenges and supports all students to become confident, curious, and courageous learners through innovative teaching in a caring and inclusive environment.

Vision

Inspiring every child to discover meaning and purpose in a life of learning

Values

Epiphany School actively cultivates an awareness and respect for diversity in all forms. We strive to create a positive, joyful, and inclusive community by embracing the following values:

Respect: We encourage empathy through the strength of our differences, awareness of our global surroundings, and adherence to high standards of conduct.

Responsibility: We build integrity and trust by understanding our choices and owning our actions.

Resourcefulness: We foster resilience and expect all to search and find, to fail and learn, to risk and succeed in a changing world.



A LEGACY OF EXCELLENCE—AND RED PLAID JUMPERS

With more than 65 years of history as a beloved and preeminent Seattle institution, Epiphany School is well positioned to thrive for the next 65. An exciting and aspirational strategic plan builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Epiphany honors customs and school traditions that promote pride and belonging across generations, while evolving thoughtfully and with intention. The hallmark uniform for decades—logo sweaters, plaid jumpers, blue and white polo shirts—provide a sense of equity within the school community and a simplicity of choice that families appreciate.

DEVELOPING YOUNG LEADERS WITH CHARACTER

Epiphany students develop courage, confidence, curiosity, respect, responsibility, and resourcefulness—bringing the school mission and values to life every day. At Epiphany School, students step up to challenges. They take risks. They make mistakes, solve problems, and grow in courage, curiosity, and confidence. When conflicts arise, children resolve them—practicing cooperation, inclusion, and active listening. Surrounded by support, students in every grade grow to know themselves, explore their learning styles, make good friends, embrace diverse perspectives, and live their values. Students experience how their individual strengths create real impact—within the school community and beyond.

EPIPHANY BY THE NUMBERS

- 1958 Epiphany School opened its doors
- 277 students in pre-K – 5
- 42% of students identify as students of color
- 28 zip codes represented
- \$38,250 tuition for 2025/26
- 6:1 student/faculty ratio
- \$27,986 average amount of financial aid awarded for 2025/26
- 100% family participation in the Annual Fund
- \$16M endowment
- 3,057 hours of professional development





CREATING AND NURTURING COMMUNITY

Epiphany School has a long-standing tradition of creating a caring, welcoming community in a safe and nurturing environment. Both in and out of the classroom, adults and children work side-by-side to build an atmosphere of inclusivity where students, families, faculty, and staff can share, discover, explore, and play.

Inspiration abounds in and out of the classroom—from the abstract art by Juan Alonso-Rodriguez that peppers the campus to the lush school gardens that help students explore nature, mathematics, and [service learning](#). Every corner, play space, and pathway has been consciously designed to contribute unique beauty and insight to the whole of Epiphany School's creative and collaborative culture.

STRATEGIC PLAN

In 2019, the Board of Trustees unanimously approved *Vision 2025*, a new 5-year [strategic plan](#) that builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Guideposts include:

- **Innovative and Individually Responsive Teaching and Learning:** Leveraging our legacy of innovation to foster a culture of educational growth and further tailor instruction to meet students' needs and faculty professional goals.
- **An Authentic and Welcoming Community:** Enhancing the welcoming and inclusive culture within Epiphany School through actionable diversity, equity, and inclusion initiatives; extended day expansion; and broader and more diverse volunteerism opportunities.
- **The Future: Growth and Reach:** Enhancing and investing in our school's programming and campus to maintain our position as a leader in Seattle elementary education and deliver on our vision, mission, and values.





“ *We loved our time at Epiphany School. The school sparked in our daughter the love of learning and exploring—and the willingness to stretch. Epiphany encouraged public expression, presentation, and performance in a way that was nurturing and inclusive. She and her classmates grew in so many ways.* ”
~Parent of an alumna

ADULTS WHO LOVE TO LEARN

Epiphany faculty and staff are nourished and inspired by continued professional development and collaboration. The school invests in its faculty and staff, nurturing a culture of collegiality and innovation and a shared expectation of deep engagement with ongoing professional development. Through peer-to-peer sharing, Epiphany’s educators bring best practices and new ideas into our community to continually evolve a culture of inclusion, growth, support, and high expectations.

DIVERSITY STATEMENT

Epiphany School promotes and cultivates a diverse community as essential to academic success, social and emotional growth, and the development of good character. Engaging diverse perspectives stretches the mind and requires critical thinking, intellectual courage, and creativity. It takes careful listening and thoughtful expression and manifests itself in cultural competency. Thinking beyond oneself and seeing the world through the eyes of others is the foundation of fairness and empathy, and thus prepares our students to live respectfully and lead responsibly in our pluralistic democratic society.



EXPLORE EPIPHANY

[Vision 2025: Leader in Seattle Elementary Education](#)

[Epiphany School Stories](#)

[Academics That Develop Character](#)

[Extended Day Fun](#)

[Epiphany in the Community](#)

[Tour the Campus](#)

[Flip Through the Viewbook](#)

[UPDATE Magazine](#)



An Epiphany School education is personal, relational, heartfelt, and authentic. Here, children play an active role in their own education. We believe in developing each child as a well-rounded person and a responsible, respectful citizen of the world. Epiphany School strives to enact its mission of knowing every child deeply and developing responsible, respectful citizens of the world.

~Jenn Elkin, Head of School

INSPIRATIONAL SCHOOL LEADERSHIP

Beginning her eighth year as Head of School, Jenn Elkin is known for her energy, enthusiasm, and unfailing focus on what's best for children. Among her many accomplishments, she launched a new math program, initiated a social emotional learning curriculum, reorganized the administrative structure, and led development of an ambitious strategic plan rooted in the school's mission, values, and commitment to diversity, equity, and inclusion.

Before coming to Epiphany, Jenn was at The Pike School in Andover, MA for 18 years. She began in Pike's intern program, taught fifth grade for seven years and second grade for three, and then led the lower division for seven years. Prior to her career in education, Jenn was a management consultant with a focus on new product development, strategic planning, and innovation training.

Jenn models a growth mindset, a sense of pragmatic optimism, and a belief that people are inherently good—especially young ones. Coaching and empowering herself and others to risk, reflect, and learn for life are essential elements of Jenn's ethos.



SEATTLE: THE EMERALD CITY

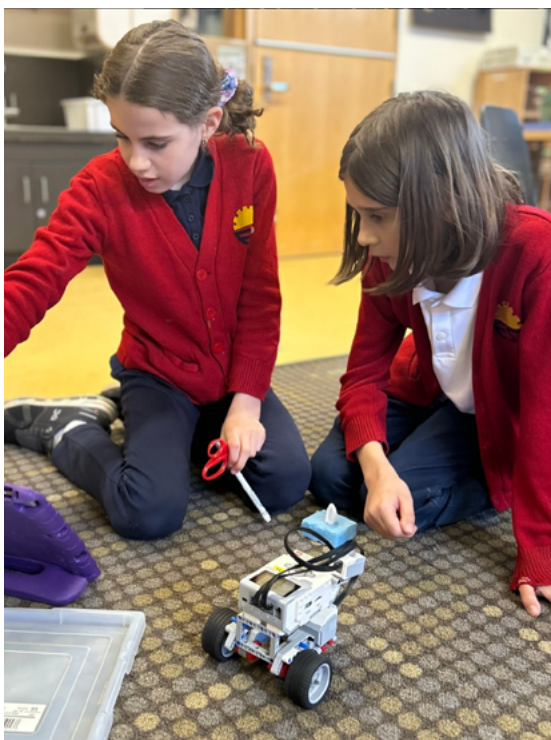
Known for its lush green surroundings as well as expansive bodies of water and towering mountains, Seattle offers something for everyone. Professional sports fans can find a team for every season. Arts aficionados have their pick of theaters, museums, music venues, and more. The iconic Pike Place Market brings local purveyors of fish, meat, fruits, vegetables, flowers, and crafts to the heart of the city each day. Looking for outdoor adventure? Skiing, kayaking, hiking, and biking, to name just a few, are readily available. And while "liquid sunshine" is a beloved local term for rain, Seattle's 37 inches of rain annually ranks 32nd among the 50 largest cities in the country.



ABOUT THE POSITION

This is a unique opportunity for an experienced financial and operational leader to play a critical role in shaping the long-term sustainability and success of a vibrant learning community. The ideal candidate is a forward-thinking financial strategist and operational problem solver who thrives in a values-driven environment. They will bring deep expertise in financial management, budgeting, accounting, and compliance, along with strong oversight experience in key operational areas such as facilities, human resources, and risk management. A commitment to independent school education, and a genuine enthusiasm for supporting the daily life of a joyful, student-centered school, is essential. They will also be an inspiring and empathetic leader who models integrity and professionalism, encourages excellence, and fosters a culture of collaboration and accountability. They will empower team members through clear communication, mentorship, and alignment with the school's mission and values. Skilled in managing and developing high-performing teams, the CFOO will set clear expectations, provide regular feedback, and support continuous professional growth for a team of four senior managers and across the organization. This leader will also navigate conflict with fairness, promote open dialogue, and ensure resources and responsibilities are allocated effectively to support both staff well-being and organizational goals.

The CFOO will report to and collaborate closely with the Head of School, Assistant Heads of School, Board of Trustees, and senior administrators to ensure fiscal responsibility and operational excellence, enabling the school to fulfill its mission and vision for the future. This work includes leading the implementation of strategic plans, maintaining financial health, managing risk, and contributing to thoughtful hiring, retention, and succession planning to meet the school's evolving operational needs.



“*When we relocated to Seattle, the most important decision we had to make was to find the best possible school for our pre-k son. Our first choice was Epiphany School. Why? Impeccable reputation, wonderful facilities, accessible administration, passionate teachers, and the list goes on. But what convinced me was, when I asked the staff and teachers ‘will you love my child?, everyone answered yes without hesitation.’*”

~Current Parent



Primary Responsibilities

Strategic Leadership & Governance

- Collaborate with the Head of School and senior leadership to shape and execute the organization’s strategic and operational vision.
- Oversee all aspects of the campus master plan building project, both building and finance related, interfacing with primary consultants, managing internal work plans, and internal and external communications for the project as needed.
- Participate in Board of Trustees meetings and provide staff support to Finance, Capital Campaign, and Master Use committees.
- Oversee creation and management of long-range financial planning and provide financial insights to appropriate teams to support institutional decision-making.
- Supervise HR operations and workforce planning initiatives, including salary structure, benefits administration, and employment policies and procedures.
- Evaluate recommended competitive and cost-effective benefit plans to attract and retain staff.
- Supervise the Safety & Health team to ensure safe, efficient, and well-maintained physical infrastructure, health and safety protocols, and emergency preparedness plans.

People Management

- Serves as direct supervisor the Business Manager, Facilities Manager, HR Manager, and School Nurse.
- Set and communicate clear performance expectations, goals, and benchmarks.
- Conduct regular performance evaluations, offering constructive feedback and recognition.
- Identify growth opportunities for team members, support continued learning and training, and oversee employee retention efforts, helping plan for long-term staffing needs.
- Participate in the recruitment, selection, and onboarding of new finance and operations staff.
- Allocate resources (time, talent, tools) effectively across departments.
- Guide teams through organizational and procedural changes with clarity and support, aligning team efforts with institutional priorities and strategic initiatives.



Financial, Contract, and Asset Management

- Lead the School's annual budgeting process and long-range financial planning, ensuring transparency, consistency, and clarity, in close collaboration with the Head of School, Board of Trustees, and leadership team.
- Oversee all business office functions including accounts payable, receivable, payroll, purchasing, and financial controls.
- Develop and maintain monthly, quarterly, and annual financial reporting for internal and external stakeholders.
- Lead the preparation of the annual operating budget and long-range financial forecasts.
- Ensure sufficient cash flow and liquidity to meet the organization's operational needs.
- Maintain the integrity of financial systems and ensure compliance with all audit and reporting requirements.
- Establish and monitor banking relationships and financial transactions.
- Review, negotiate, and manage all significant vendor and service contracts.
- Oversee prudent purchasing and maintenance of fixed assets, including property, plant, and equipment.

Audit, Risk, and Compliance

- Ensure appropriate internal controls and accounting procedures are in place to protect assets and maintain transparency.
- Oversee the organization's annual independent audit and coordinate audit preparation and follow-up.
- Monitor legal, regulatory, and compliance matters relevant to the school's operations.
- Manage institutional risk, including insurance policies, liability coverage, physical plant and cyber security, and health & safety protocols.

Desired Skills and Attributes

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required; MBA or CPA preferred.
- Minimum of 7-10 years of progressive leadership experience in finance and operations, preferably in an educational or nonprofit setting.



- Deep understanding of nonprofit or school-based financial systems and controls, GAAP, budgeting, capital management, and plant management.
- Strong knowledge of fund accounting principles, cash flow management, financial reporting standards, procurement, contract negotiation, and vendor management.
- Seasoned experience in budget preparation, long-range financial planning, financial forecasting models, and financial compliance, including financial particulars of capital projects and building renovations.
- Familiarity with audit preparation, compliance procedures, and risk management strategies.
- Excellent interpersonal, analytical, and communication skills, both written and verbal.
- Strategic thinking with the ability to link financial decisions to broader organizational goals.
- Strong team leadership and supervisory skills, including performance evaluation, coaching, conflict resolution, and team development.
- Outstanding oral, written, and presentational communication skills.
- Skilled at fostering a positive, inclusive, and collaborative workplace culture.
- Project management skills to balance multiple priorities and initiatives across departments.
- Ability to collaborate closely with Executive Assistant and Administrative Team to organize complex projects, establish expected outcomes and timelines, delegate tasks, and follow through to timely completion.
- Proven ability to manage multiple departments and work collaboratively across an organization.
- Experience working with Boards and presenting complex financial information to non-financial audiences.
- Personal qualities including diplomacy, tact, discretion, flexibility, resourcefulness, initiative, dependability, organizational skills, friendliness, emotional maturity, punctuality, and professionalism.



Compensation & Benefits

The salary range for this role is between \$200,000-\$250,000 based on years of experience, education, skill, and internal equity in line with the school's Administrator pay scale.

Alongside salary, Epiphany School offers a comprehensive benefits package including:

- Benefits stipend to put towards employee benefits including medical, dental, vision coverage, voluntary employee, spousal, and child life and critical illness insurance, accident insurance, voluntary short-term disability, and flexible health savings accounts
- Employer-paid monthly premiums for employee assistance program and long-term disability coverage
- 403(b) retirement plan with employer contribution
- 12 paid holidays
- 6 weeks of paid vacation and 2 weeks of sick leave
- Paid supplemental parental leave after 12 months of employment
- Professional development funding





TO APPLY

Interested candidates should submit the following materials in a single merged document, in the following order, by **August 1**:

- EC Candidate Summary Sheet (contact Tracy Bennett)
- Letter of Interest addressed to the Search Committee
- Current résumé
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)
- EC Disclosure Form (contact Tracy Bennett)

We encourage candidates to reach out for a preliminary conversation before submitting their materials.

The Search Committee expects to complete the search not later than September 2025 with a start date soon thereafter.

Please Address Inquiries to:

Tracy Bennett, Partner, Educators Collaborative

tbennett@educatorscollaborative.com

Phone: (425) 466-4748

Epiphany School is committed to the Americans with Disabilities Act and the principle of *equal access and opportunity in education and employment and full participation for persons with disabilities in all of its programs and services. Epiphany School is an equal opportunity employer and will not discriminate against any employee because of race, color, national origin, religion, gender identity, age, sex, marital status, political ideology, sexual orientation, physical or mental disability, military status, genetic information, or any other characteristic protected by federal, state, or local law.*



**EPIPHANY
SCHOOL**

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