



Executive Director

Golda Och Academy

West Orange, NJ

The Organization

At Golda Och Academy, we believe that education is more than just preparation for college—it is preparation for life. Our program seamlessly integrates top-tier general studies with a rich and immersive Jewish education, fostering intellectual curiosity, critical thinking, and strong Jewish values. Our students graduate not only with the knowledge and skills to succeed in the world's most competitive universities and careers but also with a sense of purpose, leadership, and commitment to their community.

Our warm and dynamic environment embraces students and families from a broad range of affiliations and expressions of Jewish life. Our class sizes, individualized attention, and outstanding faculty ensure that every student is known, challenged, and inspired.

Choosing Golda Och means choosing an education that is academically excellent, ethically grounded, and spiritually enriching. It means joining a community that cares deeply about each child's growth and success. From Pre-K to 12th grade, we are more than just a school, we are a home for students who will become the next generation of Jewish leaders, innovators, and changemakers.

Across two campuses, the lower school and upper school, Golda Och Academy provides a rigorous dual curriculum that nurtures both the mind and spirit, ensuring that our students excel academically while developing a deep and lasting connection to Jewish values, the Jewish people, and the State of Israel.

The Position

The Executive Director at Golda Och Academy serves as a critical strategic leader responsible for driving the school's operational excellence and financial sustainability. This multifaceted role demands a visionary professional who can collaborate closely with the Head of School to develop and implement strategic initiatives, manage complex financial operations, and ensure the school's continued success. The position requires a sophisticated approach to leadership, balancing financial and operational expertise with strong interpersonal skills and a deep commitment to educational innovation.

Beyond financial and strategic responsibilities, the Executive Director plays a pivotal role in shaping the school's organizational culture and community engagement. This leader will be responsible for fostering a collaborative environment, managing facilities, overseeing human resources, and representing the school at external functions. With a focus on transparency, equity, and compassionate leadership, the ideal candidate will help Golda Och Academy continue its mission of providing a nurturing, academically rigorous education that respects and celebrates Jewish cultural values while welcoming a diverse community of students and families.

ROLE OVERVIEW

Strategic Leadership

- Collaborate closely with the Head of School to develop and implement a clear strategic vision.
- Develop strong communication between department leaders including implementing structured meetings, defining clear roles and responsibilities, and fostering collaboration.
- Evaluate and improve internal processes to drive operational efficiency.
- Enhance transparency and improve the flow of information throughout the school to all stakeholders.
- Serve as a key advisor to the Head of School and the Board.

Financial Management

- Responsible for all financial activities of the school including building annual operating and capital expense budgets, cash flow management, developing accurate financial reports and forecasting models, ensuring sound internal controls and regulatory compliance.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and audit requirements.
- Continuously develop and improve financial systems. Assess systems, policies, and processes and oversee the implementation of optimization efforts.
- Partner with the Director of Institutional Advancement to ensure a strong system of oversight and administration of all funding sources including institutional and individual donor support through accurate and detailed record keeping and grant reporting.
- Coordinate and lead the annual audit process, liaise with external auditors and the board audit committee; assess and implement any necessary systems and reporting changes; oversee annual 990 filing and other tax related regulatory requirements.
- Oversee the preparation and approval of all financial reporting materials and metrics for funders and the Board of Directors; prepare and communicate monthly and annual financial statements.
- Lead enrollment management, including the tuition assistance process.

Operations

- Oversee and manage Golda Och Academy's facilities, ensuring the buildings are properly cared for and maintained.
- Supervise the Director of Human Resources to manage human resources, including all HR systems, policies, and procedures. Work with the Director to improve systems and procedures.
- Negotiate all vendor contracts and work closely with the Head of School to ensure thoughtfully crafted agreements and contracts for the organization, including building vendor agreements, student transportation, employee health insurance benefits, and 401k and Roth IRA.
- Responsible for all risk management, legal, and compliance issues; oversee Golda Och Academy's insurance policies.

Community Engagement

- Foster a culture of teamwork, respect, and compassion for faculty, staff, students, and families.
- Serve as a trusted partner to faculty, staff, and departments, providing user-friendly support, exceptional customer service, and resources that help them excel.
- Provide counsel and develop positive relationships with parents, prospective parents, and tuition assistance applicants.
- Represent the school at external functions, including networking events.

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position possesses the following competencies:

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| Financial Acumen Interpreting and applying understanding of key financial indicators to make better decisions. | Plans & Aligns Planning and prioritizing work to meet commitments aligned with organizational goals. | Optimizes Work Processes Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement. |
| Ensures Accountability Holding self and others accountable to meet commitments. | Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. | Big Picture Thinking Taking a broad view when approaching issues, using a global lens. |
| Collaborates Building partnerships and working collaboratively with others to meet shared objectives. | | Organizational Savvy Maneuvering comfortably through complex policy, process, and people related organizational dynamics. |

Additional Qualifications

- 10+ years of progressive experience in finance and administration with experience in an independent school preferred.
- CPA and/or MBA preferred, or commensurate experience that demonstrates exemplary financial acumen and commitment to financial controls.
- Strong communicator, able to convey complex financial information to diverse audiences.
- Leads with transparency, thoughtfulness, and a high level of accountability.
- Natural connector and builder of strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- Ability to drive a people-first culture and to lead, develop, and manage a diverse team; leads and makes decisions with an equity mindset.

WHO WE ARE

Our Commitment to Diversity, Equity, & Inclusion

Golda Och Academy is an inclusive community and makes all employment decisions without regard for an individual's race, creed, color, religion, national origin, nationality, sex, pregnancy, affectional or sexual orientation, gender identity or expression, age, veteran status, physical or mental disability (including AIDS and HIV related illness), genetic information, refusal to provide genetic information, refusal to submit to genetic testing, ancestry, familial status, marital status, domestic partnership status, civil union status, atypical cellular or blood trait, military service, application for military service, or any other basis protected by applicable law.

COMPENSATION AND BENEFITS

Salary

\$240,000 - \$260,000

Benefits

Eligible employees receive a competitive benefits package that includes health insurance coverage, paid leave and retirement plan options, discount tuition for children, 24 paid days off, over 25 days of paid school holidays, summer Fridays, and many other valuable programs.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by May.

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[Submit an application](#)