



Manhattan Day School

Executive Director

New York, New York

Background

For more than 80 years, Manhattan Day School (MDS) has been a pillar of Modern Orthodox Jewish education on the Upper West Side. Serving students from toddler through 8th grade, MDS is known for its warm, child-centered environment, rigorous dual curriculum, academic excellence, and deep commitment to Torah values.



In recent years, MDS has entered an especially dynamic and forward-looking chapter. Building on its strong foundation, the school has invested intentionally in reimagined programs, innovative pedagogical approaches, and systems that support individualized learning and whole-child development. MDS blends tradition with innovation—honoring a rich Torah heritage and deep connection to Medinat Yisrael while embracing thoughtful change that responds to the evolving needs of students and families.

Located in the heart of one of the world's most vibrant Jewish communities, MDS currently serves approximately 400 students. The school is chartered by the Regents of the University of the State of New York and is a member of the New York State Association of Independent Schools (NYSAIS). MDS operates with an annual budget of approximately \$16 million and conducts an annual fundraising campaign of approximately \$1.5 million.

Learn more at: <https://www.manhattanday.org/>

Position

The Executive Director (ED) is Manhattan Day School's senior non-academic leader, responsible for the school's financial health, operational excellence, and administrative effectiveness.

Reporting to the Head of School, the ED leads the business office, which includes Finance, Operations, and Advancement, each overseen by a senior leader (Chief Financial Officer, Chief Operating Officer, and Director of Advancement). The ED manages and partners closely with these leaders to ensure clarity of roles, accountability, and strong cross-functional coordination.

This role is well suited for a service-oriented, operationally minded leader who takes initiative, anticipates needs, and brings structure to complexity. As the school completes its strategic planning process, the ED will play a central role in translating the strategic plan into a clear, actionable business plan, with defined priorities, timelines, and metrics.

In the coming months, MDS will also be launching a capital campaign. The ED will have the opportunity to help manage planning, coordination, and execution of the renovation in partnership with school leadership and external partners.

Key Responsibilities

Strategic Leadership

- Partner with the Head of School and Board to develop and execute long-term strategic priorities.
- Provide leadership, direction, and motivation to the senior business office team, fostering collaboration and integration across Finance, Operations, and Advancement.
- Serve as a key advisor to the Head of School, providing data, analysis, and perspective to support decision-making.
- Anticipate institutional needs and proactively address challenges.



Financial Management

- Partner with the CFO on budgeting, financial planning, reporting, audits, and internal controls.
- Provide clear, timely, and transparent financial reporting to the Board and other stakeholders.
- Oversee tuition structures, tuition assistance processes, and enrollment-related financial policies.
- Assess and strengthen financial systems, processes, and technology to support scalability and sustainability.

Operations & Administration

- Partner with the COO to oversee facilities, security, transportation, purchasing, and vendor relationships.
- Maintain safe, functional, and welcoming facilities aligned with programmatic needs and community expectations.
- Oversee HR operations including hiring, performance management, benefits, and employee relations.
- Oversee contracts, insurance, legal matters, compliance, and risk management.

Community Engagement

- Serve as a trusted and visible representative of Manhattan Day School to families, alumni, donors, community partners, and prospective parents.
- Partner with the Director of Advancement to assist with fundraising efforts, including annual and capital campaigns, major gifts, events, and donor stewardship.
- Maintain a strong customer service mindset that supports positive relationships with faculty, staff, parents, and students.

Ideal Candidate

- Mission-aligned leader with a deep commitment to the values and culture of Manhattan Day School.
- Minimum of 10 years of senior leadership experience in finance, operations, nonprofit management, or a related field.
- Strategic thinker who sees the larger picture, establishes priorities and proactively addresses issues.
- Operationally minded professional who brings structure, clarity, and follow-through.
- Technologically savvy, with experience leveraging systems and tools to improve efficiency, reporting, and communication.
- Strong service mindset with a focus on meeting the needs of families, faculty, and staff.
- Effective people manager with experience leading senior professionals and cross-functional teams.
- Exceptional written and verbal communication skills.
- Experience with fundraising or advancement operations preferred.
- Experience in a school or nonprofit environment preferred; Jewish day school experience is a plus but not required.
- MBA, CPA, MPA, or comparable advanced training a plus.



Compensation & Benefits

Manhattan Day School offers a comprehensive and competitive compensation package for this role. The salary range for this position is \$200,000–\$250,000.

Application materials should be uploaded directly on the DRG website (www.drgtalent.com) by visiting the Manhattan Day School listing.

This position description is based upon material provided by Manhattan Day School, an equal opportunity employer.

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