



DIRECTOR OF OPERATIONS

January 6, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Chesterton Academy of Our Lady of Hope exists exclusively for charitable, religious, and educational purposes, specifically to help parents raise up a new generation of joyful leaders and saints, educated in the classical, liberal arts tradition and the truths of the Catholic faith in order to serve the common good. Inspired by Saint Pope John Paul II, we take as our motto *Cultura Vitae*, the culture of life. We make it our mission to prepare our students to triumph over the materialism and despair that pervade our culture and to accept our Lord's offer to have life and have it abundantly. Our classical curriculum combines a broad, liberal arts education with a strong emphasis on the development of Christian virtues and an appreciation of beauty. Through our Three Pillars Model, we form our students in intellect, character, and spirituality.

Position Summary:

Chesterton Academy of Our Lady of Hope is seeking a dynamic, skilled, and experienced operations leader. The ideal candidate will be able to understand and implement the school's mission and strategic direction into the daily non-academic operational needs of the school.

This Director of Operations will manage all administrative, purchasing, facilities, vendor selection and relations, IT, and technology and safety areas. This person will play a key role in supporting the budgeting, fiscal management, and reporting functions of the Headmaster in collaboration with the Board of Directors. This position should always strive to have best practices in place at the school and continuously learn from successful programs and translate proven ideas into initiatives that foster growth and ongoing success. Must have proven interpersonal skills and the keen ability to work with varying stakeholders in a school setting that has a defined Mission and Identity.

Administration:

Budgeting

- Ability to create, manage, and monitor operational budgets.
- Supervise the daily accounting at the school including accounts receivable, accounts payable, payroll, and bank reconciliation.
- Create and maintain a system for record-keeping, reporting, and accountability

Purchasing / Vendor Relations

- Ability to implement and streamline a system where all purchases are approved before orders are placed
- Sources vendors according to the mission of the school
- Responsible for creating and maintaining relationships with all vendors
- Monitor and evaluate vendor performance and replace non-performing vendors

Human Resources

- Create and monitor a program for all sourcing, interviewing, hiring, reference checking, and onboarding for all personnel
- Develop and implement a strict policy for handling any personnel-related issues
- Perform evaluations of all non-instructional personnel

Compliance

- Monitor and manage any regulatory requirements including, but not limited to, safety, insurance, fire, and health
- Learn and administer all state and federal regulations related to this area

IT/Technology

- Familiarity with technology and the ability to manage, evaluate and improve systems as needed

Facilities

- Manage and monitor all plant and equipment
- Schedule preventative and day-to-day maintenance; establishes schedules and plans.

Fundraising

- Monitor and manage fundraising strategy and events.
- Work in close partnership with the Founder to cultivate and steward donors, alumni, and community partners.
- Ensure appropriate processes are in place for record keeping, acknowledgements and donor management systems.

Marketing & Recruitment Promotions

- Develop and implement a comprehensive marketing and admissions plan to promote enrollment growth and enhance the visibility of the Academy's mission.
- Work in close partnership with the Founder to ensure efforts are successful in driving recruitment efforts.

Board/Parents/Volunteers

- Support board in strategic planning initiatives.
- Prepare and maintain board reports and materials.
- Ensure effective volunteer structure is in place and families are engaged.

Qualifications

- Proven success as a Director of Operations or Operations Manager, ideally in a school setting (but not required).
- Candidates should have a high level of attention to detail, strong organizational and communication skills (both oral and verbal), general computer literacy, and a passion for the school's mission.
- He/she should be able to delegate when needed and must be able to adapt to the ever-changing daily "fires".
- The ability to work with and lead volunteer teams is a must!

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.



Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

*a stringent reference and background check will be completed around time of offer

Application Deadline: March 15, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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