

FRENCH INTERNATIONAL SCHOOL OF OREGON



Chief Financial Officer

LOCATION

Portland, OR

REMOTE SEMIFINAL ROUND

Mid-May

START DATE

Summer 2025

POST DATE

April 3, 2025

ON-SITE FINAL ROUND

Late May / Early June

REPORTS TO

Head of School

PRIORITY DEADLINE

April 30, 2025

DECISION ANNOUNCED

June 13, 2025





SUMMARY

As Portland's longest-established language immersion school and the only International Baccalaureate (IB) World School in Portland for preschool through eighth grade, French International School of Oregon educates students from a global perspective, preparing them to engage with inclusivity, achieve with integrity, and excel with distinction. French International has always been a school that embraces change and transformation in order to provide a unique experience for its students, and school leaders have spent the last 47 years developing and delivering an exceptional educational program. French International attracts the best educators from across the globe, who combine language immersion with the IB framework to nurture a global mindset, provide foundational skills for lifelong

success, and enable children to navigate the world with empathy and curiosity. The past few years have been ones of marked growth and evolution for the school, with enrollment at an historical high and an exciting \$8MM capital campaign already underway to modernize the school's campus.

Over the last several years, the business office and other operational departments have come to play an increasingly important role in budget management, plant construction and improvement, and daily logistics. French International is currently hiring for a chief financial officer (CFO) who will contribute to this momentum by providing exceptional leadership around financial analysis, operational efficiency, internal workflows, and strategic planning. The CFO

oversees three functional units—finance, HR, and facilities. The point positions for the finance and HR units are both in transition, with a new role (controller) having just been created, and the director of HR position having just come open. Thus, the next CFO should be comfortable evaluating financial and HR processes, eager to assess and improve workflows, and excellent at staff development and team dynamics. All the while French International needs a skilled C-level leader who can plan, forecast, strategize, and develop outstanding partnerships with external stakeholders. The CFO is a member of the senior leadership team and reports directly to the head of school. French International is looking to onboard the next CFO this summer, to ensure a smooth start to the 2025–2026 school year.



OUR MISSION



MISSION

French International School of Oregon develops curious and critical thinkers through a robust and immersive multilingual curriculum. We are committed to fostering an inclusive community that celebrates diverse perspectives and creates the foundation for reflective learners to thrive and effect change in an interconnected world.

WHO WE ARE

Our innovative, multilingual curriculum is taught in small classes by native speakers. Students are the center of our community and learn through authentic inquiry, collaboration, and multiple teaching styles to discover and hone strengths.

HOW WE CREATE BELONGING

French International is a welcoming community, connected by shared principles of integrity, respect, empathy, and equity.

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate (IB) philosophy commits to creating a better and more peaceful world through intercultural understanding, respect, and a robust curriculum framework. Students in IB programs become inquirers and understand the world through untangling complex issues.

As the only school in Portland authorized by IB for preschool through eighth grade (PYP & MYP), French International uses the IB as a framework for delivering our curriculum in a language immersion setting.

Both the IB and French International missions strive:

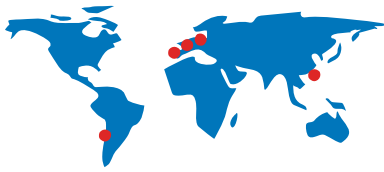
- To develop inquiring and knowledgeable critical thinkers
- To create a better and more peaceful world through intercultural understanding, fostering an inclusive community
- To build the foundation for reflective, compassionate, and active learners who thrive and effect change
- Develop key learning opportunities through Approaches To Learning (ATL) and develop the IB learner profile in all school experiences





5 LANGUAGE TRACKS IN MIDDLE SCHOOL

FRENCH, GERMAN, MANDARIN, SPANISH, ENGLISH



5 COUNTRIES
VISITED ANNUALLY ON 5TH AND 8TH GRADE TRIPS

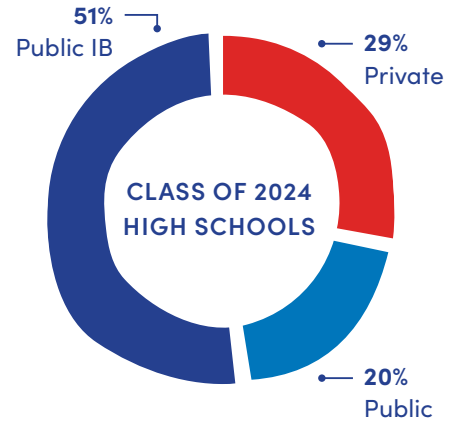
11.5 YEARS

AVERAGE TEACHER TENURE

47 YEARS

1979 → 2025

MOST ESTABLISHED LANGUAGE IMMERSION SCHOOL IN PORTLAND



615
STUDENTS

FRENCH IMMERSION STARTING AT

2 1/2

YEARS OLD

9:1

AVERAGE STUDENT : TEACHER RATIO



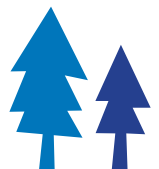
53

LANGUAGES SPOKEN BY OUR FAMILIES



3 ACCREDITATIONS

15-ACRE
WOODED CAMPUS



www.frenchintl.org

2024-2025

FINANCIAL STATS

OPERATING BUDGET

\$16.5mm

INCOME

90%

TUITION

3.8%

ANNUAL GIVING

12%

OTHER INCOME

ANNUAL GIVING

\$269k

ANNUAL FUND

\$356k

OTHER CONTRIBUTIONS
INCLUDING ENDOWMENT
GIVING



ENDOWMENT

\$900k

TUITION

\$20,355-\$28,825

'25-'26 ANNUAL TUITION

18%

OF STUDENTS RECEIVE FINANCIAL AID



2022-2027 STRATEGIC PLAN

AN INCLUSIVE COMMUNITY OF PEOPLE

We will increase access to French International to further enrich our school culture and cultivate a sense of belonging for all members of our community.

- Expand access to French International School of Oregon by increasing available financial aid funds and establishing a new transportation system.
- Continue to increase faculty and staff salaries and support them with a robust professional development program in order to retain and attract the very best.
- Create systems throughout French International that support a more diverse community.

PROGRAMS THAT PREPARE

We will provide a consistent, nurturing, academically challenging curriculum for all students that prepares them for success beyond French International.

- Develop, enhance, and align our transdisciplinary and interdisciplinary programs across the school to provide a robust curriculum alignment for all students.
- Create a dynamic, streamlined STEAM program for all grade levels to enhance the transfer and application of learning.
- Leverage professional development in areas that enhance our student learning experiences such as differentiation, student support, inclusion, and language.

A PLACE WITH PURPOSE

We will create a unified, expanded, sustainable campus that serves and embodies the school's mission.

- Design a comprehensive master site plan that will guide the long-term future of our campus, and design permanent Maternelle and Lower School classrooms that support our innovative and unique programs.
- Launch a Capital Campaign that supports the next phase of campus development, including new Maternelle and Lower School buildings, improved safety and traffic flow, and enhanced flexible spaces for student learning.
- Actively pursue the acquisition of adjacent properties to broaden the opportunities French International offers students.

A PRESENCE IN PORTLAND & THE WORLD

We will make French International a leader for international and multilingual studies, culture, and events in the region.

- Host internationally focused speakers and experts at the school to enhance our programmatic and community experiences.
- Establish institutional relationships that create and bolster opportunities for the French International community to engage in sharing, volunteering, and learning in the broader community beyond our school.
- Develop and showcase the unique expertise of our students, faculty, staff, and leadership to the local, national, and global community.



VISION FOR THE FUTURE

French International's vision for the future is embodied in this next phase of the Grow With Us capital campaign, which aims to enrich the student experience, foster growth, and cultivate a unified school community. This campaign is aimed at establishing a permanent campus with state-of-the-art design, building on the successful construction of French International's beautiful Middle School in 2019, and the unified vision described in the

school's 2022-27 Strategic Plan. This next stage includes the construction of new Lower School and Maternelle buildings over the next 5-7 years, which brings us to today as the school looks to build on its excellence in education. The new Maternelle building is expected to be open for students at the beginning of the 2025-26 school year, and the CFO will be an instrumental part of overseeing current and future construction plans.



Building on Our Success

The new Middle School, opened in Fall 2019, was transformational for our campus, giving our oldest students purposefully designed space to collaborate and “grow into”. This gave our Maternelle program space to expand enrollment by more than 30% over the past two years, enhancing our stability through the Lower School grades.

In recent years, French International reached its highest enrollment in school history, with 615 students. New Maternelle and Lower School buildings will provide the space to grow to three sections at each grade level and serve our increasingly diverse community.

Our new Maternelle and Lower School buildings will provide learning spaces that expand our staff's capacity to deliver the unique French International education to all our current—and future—students. Our transformed campus will be intentionally designed to support the specific requirements of our language immersion programs, our science, technology, engineering, art, and math (STEAM) curriculum, and the IB philosophy.





ANTICIPATED TIMELINE

Summer 2024: Construction begins on the Commons and new Maternelle buildings.

Summer 2025: Anticipated completion of Maternelle classrooms.

Spring 2025: Anticipated permit approval to break ground on Lower School classrooms and the rest of the project construction, including new play areas, performance space, internal road, offices, and meeting rooms.

Fall 2026: Anticipated project completion with new buildings ready to welcome all students.

Facilities for Our Future

This campaign will support French International's master site plan, including new Maternelle and Lower School buildings designed to support a purposeful learning environment, including:

- Intentional, age-appropriate classrooms for Maternelle and Lower School
- Flexible learning spaces for mixed-age, collaborative educational activities
- Authentic connections to the natural world that promote indoor and outdoor learning
- Purposefully designed STEAM spaces for hands-on exploration

A United Campus

With the recent acquisition of several adjacent properties along Cornell Road, we will transform the property to unify our school campus, enhance campus safety, and improve the student experience, including:

- Removing traffic from the center of campus
- Creating all-school gathering spaces indoors and outdoors
- Centering students and revitalizing recess and play areas
- Enhancing green spaces throughout campus
- Altering the flow of traffic to make dropoffs and pick-ups safer and easier



BACKGROUND & OPPORTUNITIES



As Portland's longest-established language immersion school and the only International Baccalaureate (IB) World School in Portland for preschool through eighth grade, French International School of Oregon educates students from a global perspective, preparing them to engage with inclusivity, achieve with integrity, and excel with distinction. French International has always been a school that embraces change and transformation in order to provide a unique experience for its students, and school leaders have spent the last 45 years developing and delivering an exceptional educational program. French International attracts the best educators from across the globe, who combine language immersion with the IB framework to nurture a global mindset, provide foundational skills for lifelong success, and enable children to navigate the world with empathy and curiosity.

This is a particularly exciting time in the school's history. The current head of school joined the community in 2019 and leads a senior leadership team of engaged, enthusiastic, and collaborative administrators, all of whom look forward to welcoming the school's next chief financial officer (CFO). In recent years, the school's enrollment has grown, and French International has made significant strides in its endeavor to modernize its campus—having already completed a state-of-the-art middle school building in 2019. Additional classroom buildings for the Maternelle and Lower School are currently under construction, with a good portion of the \$8MM campaign goal already raised.

As the school grows, it now seeks a CFO who can contribute to this momentum by ensuring financial stability, operational efficiency, and cohesive leadership to three essential units: finance, HR, and facilities. Like many schools its size and age, French International has evolved from a smaller operation to a much more complex one that requires robust systems and precise workflows—all the while respecting the innovative and unpredictable spirit on the academic side. Currently, an interim consultant has been holding down the CFO seat since January, helping to lay the groundwork for future financial and operational refinement by solidifying daily workflows and monthly reporting. But this overall endeavor of financial and operational transformation will ultimately take time, dedication, and commitment by the next permanent CFO, who will need to be ready to hit the ground running.

The CFO oversees three functional units: finance, HR, and facilities. The facilities department has a full-time director who in turn supervises both operational employees and contract maintenance staff. By contrast, the finance and HR units are in transition. A newly created controller position, which the school just posted in March, will be an essential anchor to improving and addressing day-to-day workflows within the finance unit. Meanwhile, the director of HR position just came open earlier this spring. All this to say that the next CFO should be ready to evaluate, adjust, implement, and improve standard operating procedures across finance and human resources, along offering continued support and guidance in the areas of facilities and general operations.

At the same time, another essential agenda item is continuing to support team development. The teams reporting up to the CFO have navigated a lot of operational challenges and transitions over the last few years: coming out of the pandemic, recovering from an ice storm that devastated multiple buildings, resetting after two leadership transitions in the F&O leadership seat, and now overseeing major capital construction. The next CFO would ideally bring a sense of stability and relational warmth with an eye toward growing staff and team culture, and in fact will likely have an opportunity to make an early hire.



Certainly, financial stewardship is a primary responsibility for the CFO. Department managers are eager for clear insights and reporting related to budget management, and the CFO will be a key catalyst for helping the finance team provide financial information that is more accessible, timely, and actionable. This improved clarity is also desired by the board, which has a number of enthusiastic partners eager for more access and information related to high-level reporting, analysis, and forecasting.

The CFO will also play a critical role in operations and human resources, particularly in providing leadership to the business office team for payroll and onboarding processes for a diverse faculty that includes many foreign nationals with J-1 visas. The CFO should evaluate whether the current HRIS is sufficient to address the complexities of payroll with unique deductions and tax situations, all the while ensuring accurate and timely payroll runs. Additionally, the annual financial aid cadence at French International begins early and runs late, given that many students receive funding from the French Ministry of Education. The CFO needs to work closely with the director of admissions and head of school by providing those two administrators with thoughtful analysis and recommendations of financial aid awards that can be a bit of a moving target, given that the French government does not always publish its final grants until the summertime.

Facilities oversight is another big component of operations at French International. Currently, the director of facilities reports to the head of school,

given both the ongoing demands of the capital construction projects as well as the recent leadership transitions in the business office. Once the new CFO is in place, this reporting structure will shift back to align under the CFO, to ensure more hands-on guidance and evaluation of day-to-day facilities workflows. However, construction management will continue to involve a partnership among the head of school, director of facilities, CFO, and a board trustee who has an extensive construction background.

The ideal candidate will bring a hands-on leadership style, balancing strategic financial oversight with direct engagement in the school's operational needs. This role requires someone who can bring a CPA mindset to financial reporting and day-to-day cash management, as well as an MBA mindset to long-term strategy, scalable systems, and improvement workflows. All the while, the CFO should have a practical, empathetic, and hands-on approach to mentoring and coaching staff. The ability to build and maintain team cohesion, even as departmental reporting structures are evaluated and likely adjusted, will also be crucial.

Ultimately, while the responsibilities are substantial, the rewards are equally significant. French International is a dynamic, innovative, and inclusive community. The new CFO will join a dedicated, collaborative, and highly skilled senior leadership team at a time of remarkable momentum, vision, and opportunity at French International. The CFO reports directly to the head of school, and will be warmly welcomed to the community this summer.



SCOTT HARDISTER
Head of School

Interview with the Head of School

Scott joined French International as its head of school in 2019. With over 20 years of experience as an educator and leader within independent schools, Scott most recently served as the assistant head of school for strategic implementation at Marin Country Day School, and previously the head of middle school at Oregon Episcopal School.

We invite you to [watch our interview](#) with Scott, who discusses the vital importance of the CFO position as the school looks forward to exciting growth and initiatives on the horizon.



DUTIES

Financial Oversight & Strategy

- Oversee the school's finances and provide direction for appropriate and maximum use of financial resources to achieve the school's strategic priorities prioritizing long-term health and sustainability of the institution.
- Build multi-year operating and capital budget models and forecasts and develop key performance indicators to achieve the school's strategic priorities for its operating budgets, debt management, capital projects, and investments.
- Standardize and streamline budget-to-actual reporting for all departments on a regular basis, and partner with department heads to build and forecast annual budgets.
- Partner with the head of school and director of admissions to propose, allocate, and budget for annual financial aid awards for students.

Systems & Operations Management

- Lead the development, implementation, and execution of standard operating procedures for the business office, facilities, and schoolwide operations to enhance cross-departmental workflows.
- Partner with the head of school and owner's representative to develop project timelines and capital expense reports for capital construction projects.
- Work closely with the controller to establish and maintain best-practice financial controls, as well as identify and implement improvements to workflows and operational procedures in areas such as AP/AR, payroll, cash management, and budget management to ensure the school is in compliance with GAAP and other state, local, and international laws and regulations.
- Lead staff training to ensure the school community has sufficient resources and training to use systems such as Veracross, Paycor, and Incident IQ effectively.
- Oversee and ensure the successful completion of the annual independent audit.

Team Leadership & General Administration

- Supervise three functional units (finance, HR, and facilities), along with other operational areas as needed.
- Provide counsel and guidance on financial and operational matters to other members of the senior leadership team.
- Oversee the school's risk management framework with guidance from the board audit committee to assess and mitigate financial, operational, and compliance risks.
- Serve as the primary liaison to the board finance and budget committee, audit committee, and construction subcommittee, and provide effective communication, presentations, and updates to the full board.
- Report to the head of school, participate as a collaborative member of the senior leadership team, and perform other duties as assigned.



QUALIFICATIONS & QUALITIES

Professional Qualifications

- Bachelor's degree required, advanced degree or certifications (CPA, MBA, or related fields) preferred
- 5+ years of experience in financial management, preferably in an educational or non-profit setting
- Demonstrated success in change management and process improvement, with experience working across departments to achieve institutional goals
- Expertise using financial management software and Google Suite; experience with Veracross preferred but not required
- Familiarity with J-1 visa processing, and international financial aid programs (i.e. Bourses Scolaires) desired

Leadership & Personal Qualities

- Ability to communicate financial information with clarity and accessibility for non-financial stakeholders
- A collaborative mindset with exceptional communication, teambuilding, and interpersonal skills
- An analytical and organized approach toward financial and operational management and decision making
- An eagerness to build trusting, transparent relationships with staff, faculty, parents, and the board
- Capacity to manage competing priorities, balancing short-term needs with long-term goals
- Exceptional attention to detail and integrity
- A creative and strategic approach to problem-solving with the willingness to challenge norms and drive process improvements
- An understanding of and sensitivity to the school's French and international community and cross-cultural communication
- A commitment to supporting the school's mission and vision, with a focus on both immediate stability and long-term growth



How to Apply

12M & Ed Tech Recruiting is acting on behalf of French International School of Oregon to identify exceptional finance leaders to fill this extraordinary opportunity. Direct inquiries to:

jobs@12MRecruiting.com



Applications submitted by **April 30, 2025** will receive priority review.

All applications must be submitted online:

www.12MRecruiting.com/jobs/FrenchInternational/CFO

An application requires submitting four PDFs:

1. Cover letter introducing yourself to the French International School of Oregon search committee
2. CV or resume
3. A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you – though we will not contact any references without obtaining your permission first)
4. A response to the following prompt:

The school is hiring a new position—controller—to improve day-to-day workflows within the finance unit. In no more than a couple of paragraphs, how would you plan to work with this new position, which would likely be onboarded on or around the time that the new CFO starts?

French International School of Oregon does not discriminate on the basis of age, sex, marital status, sexual orientation, gender expression or identity, race, creed, color, disability, uniformed service or veteran status, national or ethnic origin, or other legally protected status in the administration of its educational policies, athletics or other school-administered programs, or in the administration of its hiring and employment practices.



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