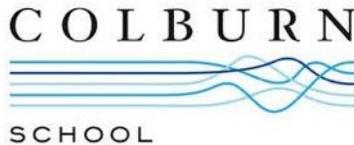




**SENIOR VICE PRESIDENT OF FINANCE AND ADMINISTRATION**  
**COLBURN SCHOOL**  
**Los Angeles, California**  
[Colburn School](#)



The Aspen Leadership Group is proud to partner with the Colburn School in the search for a Senior Vice President of Finance and Administration.

The Senior Vice President of Finance and Administration will play a critical role in developing and implementing fiscal management and reporting strategies across the school. As a member of the senior leadership team, the Senior Vice President will be an advisor to the President and CEO, board of directors, and other relevant internal stakeholders, evaluating and assisting them with their budgeting, financial monitoring, planning, and analysis. The Senior Vice President will ensure the short- and long-term fiscal health of the school, ensure that the budget is linked to and supports the school's strategic plans, and will oversee all fiscal, fiduciary, risk management, information technology, and other administrative areas related to the operations of the school. The Senior Vice President will provide a breadth of expertise, supervision, guidance, and education in the areas of finance, and administration.

The Colburn School provides young people who possess a passion for music, dance, and drama access to quality instruction so they may further explore their interests and continue developing their talents. Colburn's renowned faculty guide students through classes appropriate and catered to their age and skill level. The Colburn Community School of Performing Arts provides music instruction to beginners of any age as well as to those who want to hone their skills or participate in one of the Schools ensembles, orchestras or choirs. Highly gifted pre-college students may apply to study at the Colburn Music or Dance Academies, and college-age students prepare for careers in music performance through diploma and degree programs at the Colburn Conservatory of Music.

The staff and faculty of the Colburn School are committed to bringing music and dance performances and education into the greater community so others can experience the many benefits associated with the performing arts. Every year Colburn students and faculty present hundreds of free or affordable performances in Colburn's beautiful, professional theaters on campus as well as in prestigious venues around Los Angeles. The Colburn School partners with 15 Los Angeles Unified School District schools, 13 of which receive Title I funding, providing interactive and engaging concerts and instructional sessions to 5,000 students every year.

Colburn's goal is to accommodate students in developing a lifelong appreciation for the performing arts whenever possible without the constraints of financial concerns, awarding over \$500,000 in need-based scholarships to the Colburn Community School of Performing Arts every year. All students at the prestigious Colburn Conservatory of Music receive full tuition, room and board scholarships.

## **REPORTING RELATIONSHIPS**

The Senior Vice President of Finance and Administration will report to the President and Chief Executive Officer, Sel Kardan.

## **PRINCIPAL OPPORTUNITIES**

This is an outstanding opportunity to join a world-class performing arts school that nurtures young artists at all levels of development. Beginning at 7 months and continuing through adult learning, the Colburn School has tailored programs in music, dance, and drama education which are based on a foundation of excellence and are designed to allow students to achieve their personal goals. As a key member of the senior leadership team, the successful candidate will work in a team environment, with supportive colleagues in a strategic, forward looking organization that is not afraid to try new things and seize opportunities that benefit the school and its students as they arise.

Working in a financially healthy organization with state of the art facilities and a Conservatory of Music that is ranked among the top tier of conservatories in the world, this is an opportunity for a seasoned professional to directly contribute to the success of this growing organization and help shape and move it forward as it continues to grow and develop.

## **PRIMARY RESPONSIBILITIES**

### **Long-term Financial Planning**

The Senior Vice President of Finance and Administration will

- prepare and maintain long-term financial forecasts for all of the school's funds;
- monitor both short- and long-term internal and external financial and operational developments to ensure that forecasts are current and accurate;
- conduct financial analyses for management;
- oversee analyses conducted by finance & accounting staff; and
- develop and implement debt strategy including management of the school's bonds and bond renewal.

### **Provide Service Excellence**

The Senior Vice President of Finance and Administration will

- work collaboratively with the senior leadership staff and other school managers and serve as an internal consultant;
- provide leadership to assigned areas by focusing on planning and execution to help school management and the organization succeed and improve productivity, particularly by providing stakeholders with effective information, support systems, resources, and business solutions;
- create and maintain a customer service culture, program, orientation, and focus for assigned areas that
  - is proactively focused on the needs of school stakeholders ensuring that their needs are identified and clarified and then met;
  - is responsive, particularly in terms of providing accurate, timely, quality responses to service needs and requests;

- includes effective two-way communication encompassing opportunities for stakeholders to identify their needs and maintaining regular, open, clear, consistent, and timely communication to stakeholders on the status of work in process;
- ensures the prompt resolution of questions and problems related to assigned areas raised by either employee or supervisor/management;
- creates, within affected persons, awareness and knowledge of activities, information, resources, policies, and procedures;
- integrates and coordinates both planning and execution within assigned areas and across the school with other departments or areas of the school;
- includes user-friendly, well documented policies, procedures, and reporting and retrieval systems that are user friendly and oriented to the operational and managerial needs of school managers and employees;
- incorporates ongoing training for customers to help them effectively and efficiently use resources created by assigned areas; and
- focuses on continuous improvement of existing systems and the development of new systems to meet the evolving needs of stakeholders.

### **General Supervision and Management**

The Senior Vice President of Finance and Administration will

- help direct reports be productive, grow professionally, and meet the needs of the school;
- identify, recommend, and implement appropriate/necessary training and professional development;
- select, motivate, counsel, coach, evaluate, develop, and discipline direct reports;
- monitor departmental activities and customer satisfaction with service delivery;
- identify and implement appropriate improvement measures;
- oversee staff work activity; and
- ensure that the school is in compliance with regulatory, legal, administrative, contractual, procedural, and accounting standards applicable to assigned operations.

### **Budget Preparation**

The Senior Vice President of Finance and Administration will

- oversee preparation of the annual budget whereby organizational needs are identified, consensus on priorities is obtained, and this consensus is translated into a financial plan and accounting information useful to management;
- assist the President in developing procedures that integrate business or strategic planning, annual budget preparation and long-term financial forecasting; and
- conduct all necessary accounting and forecasting activities so that focus of users is on management and strategic issues/planning.

### **Investment, Cash, and Debt Management**

The Senior Vice President of Finance and Administration will

- monitor cash flow;
- oversee investment activities to ensure appropriate supply of cash and highest possible yield on endowment and other funds while complying with statutory limitations on types of investments;
- advocate for the school with rating agencies to ensure the highest possible rating for the school; and
- coordinate debt issuance with external financial advisors, bond counsel, etc.

### **Accounting**

The Senior Vice President of Finance and Administration will

- monitor the school's financial condition;
- oversee preparation of the monthly financial statements;
- report the financial condition of the school on a monthly basis or more frequently if necessary;
- oversee preparation of the annual audit;
- ensure the timely and accurate preparation of all financial reports and records; and
- ensure that grant funds and gifts are expended in compliance with grant and gift guidelines and timelines.

### **Administration**

The Senior Vice President of Finance and Administration will

- work closely with senior managers and directors in the areas of Security, Engineering, IT, and the Colburn Café to devise and implement strategies and policies to meet the school's objectives and goals; and
- coordinate cross-departmental activities within areas of responsibility as well as other areas of the school to ensure cross-departmental and unit collaboration and cooperation.

### **Board, Public, and Intergovernmental Relations**

The Senior Vice President of Finance and Administration will

- staff and prepare materials for relevant Board Committees and maintain strong working relationships with Board Committee Chairs; and
- maintain positive and productive relationships with federal, state, and local officials who interface with school financial activities.

### **Other Duties**

The Senior Vice President of Finance and Administration will

- identify the need for changes in policies, procedures, and processes and take initiative to implement within assigned area of responsibility or make recommendation for change to responsible party; and
- identify, analyze, and mitigate risks including arranging for insurance coverage as appropriate.

## **KEY COLLEAGUES**



**Sel Kardan**

### **President and Chief Executive Officer**

Sel Kardan joined the Colburn School as President and CEO in October 2009, bringing years of experience as a performing arts executive, educator, and violist. In his role as President and CEO, Mr. Kardan shapes and leads the future path of Colburn and its four divisions: the Community School of Performing Arts, Music Academy, Trudl Zipper Dance Institute, and Conservatory, which together serve more than 2000 students from early childhood development to post graduate studies.

Mr. Kardan's vision for the Colburn School is distinguished by his commitment to the school's continuum of education, providing a

place where students of all ages and skill levels can nurture their craft. In carrying out this institutional vision, Mr. Kardan has overseen the creation of two new academies: the Music Academy, a program for gifted young pre-college musicians; and the Dance Academy, a training program for exceptional pre professional ballet dancers. Recognizing Colburn's role as a cultural resource in the Los Angeles community, he has also worked to greatly expand community engagement initiatives and need based scholarship opportunities for Colburn students. Under Mr. Kardan's administrative leadership, Colburn has enjoyed growth in enrollment, greater national visibility, increased philanthropic support, and stable financial health.

Prior to coming to Colburn in 2009, Mr. Kardan served as President and CEO of the Music Institute of Chicago, where he was the driving force behind the creation of the Academy, an elite pre-conservatory training center for young musicians. He was formerly Executive Director of the Shriver Hall Concert Series in Baltimore, a leading presenter of classical solo and chamber music, and Executive Director of the Heifetz International Music Institute, a summer training program and festival for gifted string players. A native of Philadelphia, Mr. Kardan is a graduate of the Peabody Institute and performed and taught at both the pre-college and collegiate level as a violist prior to beginning an administrative career.



**Dr. Adrian Daly**  
**Provost**  
**Dean, Music Academy**

The Colburn School named Dr. Adrian Daly as Provost, the school's senior academic administrator, in July of 2015. Dr. Daly comes to the Colburn School from the Cleveland Institute of Music (CIM). Dr. Daly served as Dean of the Conservatory at CIM for seven years. During his tenure at CIM, he extended CIM's global presence in Asia, developing institutional connections in China, Korea, and Singapore, and expanded CIM's international exchange program by building new partnerships with the Franz Liszt Academy of Music in Budapest, the Sibelius Academy in Helsinki, and the Royal Danish Academy of

Music in Copenhagen.

Dr. Daly received his Bachelor of Arts in Music from Trinity College Dublin, a Master of Arts in performance and literature from the University of Notre Dame, and a Doctor of Musical Arts in piano performance and literature from the Eastman School of Music. A former Fulbright Scholar from Ireland, Dr. Daly served on the faculty at the College of Music in Dublin, teaching piano and music theory, and was a part-time member of the faculty at Eastman, teaching in Eastman's Arts Leadership Program and in the Community Music School.

He was previously the Associate Dean for Admissions and Retention at Eastman following other primary roles there in Academic Affairs, Career Services, and Student Affairs.



**Linda Cormier**  
**Vice President, Human Resources**  
**Board Secretary**

Linda Cormier is responsible for all human resource functions for the school including oversight for benefits administration, employee relations, payroll, compliance, recruitment and retention, and employment policies and procedures. She is a resource for faculty and staff and provides leadership to align the HR program with the School's mission and strategic goals. She also serves as Corporate Secretary to the Board of Directors.

Ms. Cormier has over thirty years of experience in human resource management. Prior to joining the Colburn School in 2012 she was Vice President of Human Resources and Administration for a U. S. subsidiary of Mizuho Bank, one of the world's largest financial institutions. She holds a bachelor's degree in history from Bradley University, Peoria, Illinois and a master's degree in Asian studies from Washington University, St. Louis, Missouri.



**Annie Wickert**  
**Vice President, Advancement**

Annie Wickert joined the Colburn School leadership team as Vice President of Advancement in June of 2018.

At Stanford's Center on Philanthropy and Civil Society, she served as Director of Partnerships and External Relations. PAC's primary participants are Stanford faculty, visiting scholars, postdoctoral fellows, graduate and undergraduate students, and nonprofit and foundation practitioners. Ms. Wickert directed public engagement activities, philanthropic partnerships, and ongoing learning opportunities for practitioners and philanthropists, including its flagship event, the Philanthropy Innovation Summit. She was responsible for guiding Stanford PACS' communications for diverse audiences of practitioners, philanthropists, institutions, and academics.

Ms. Wickert has fifteen years of experience growing communities and deepening engagement with programmatic work in the non-profit sector, most recently at Music@Menlo and prior to that at the Harvard Art Museums and the San Diego Museum of Man. She is the recent past president of the board of directors of Young Audiences of Northern California and has a BA in Art History from UCLA and an MA in Museum Studies from Harvard University.



**Jennifer Kallend**  
**Vice President, Communications**

Jennifer Kallend comes to the Colburn School from the Curtis Institute of Music, where in her previous role as Managing Director of Communications she oversaw schoolwide communications strategies and institutional positioning. With thirteen years of experience at Curtis in roles of increasing scope, she managed public relations campaigns for initiatives including major campus expansions and international tours; led the team that marketed 200 free and ticketed performances each year in Philadelphia and internationally; oversaw alumni and parent relations; and drove digital content production. She is experienced in capitalizing on

trends in social media, web, and video to bring organizational stories directly to the public, and has special expertise in public relations with a proven track record of generating local, national, and international press coverage.

Highlights of Ms. Kallend’s career at Curtis include managing the publicity and marketing campaign for a nine-city tour of Europe with the Curtis Symphony Orchestra, leveraging the series of performances to reach new audiences, influencing local opinion leaders, and generating international media attention. She has also developed public programming with partners in Philadelphia including the Wharton School and the National Museum of American Jewish History to raise awareness among local audiences, and nurtured partnerships with local and national TV and radio broadcasting Curtis performances, including American Public Media’s *Performance Today* and WHY-TV’s *On Stage at Curtis*. She has managed public relations campaigns for watershed moments in the life of school, including a \$65 million new facility expansion doubling the size of the campus and the launch of free online classes, making Curtis the first conservatory to utilize a massive, open, online course (MOOC) platform in partnership with Coursera. Originally from Chicago, she began her career in public relations at ALM Communications and interned at the Grant Park Music Festival. She earned a Bachelor of Music degree at DePaul University where she studied flute with Mary Stolper.

### **PREFERRED QUALIFICATIONS**

The Colburn School seeks a Senior Vice President of Finance and Administration with

- previous experience consolidating and analyzing financial information for purposes of overall organization strategic planning, resource allocation, etc.;
- an extensive background in financial management, including the areas of budgeting, financial forecasting/planning, financial analysis, as well as depth of experience in investments, cash management, and debt management;
- prior experience using decision-making models that consider mission as well as bottom line ramifications;
- a strategic orientation and a “big picture” perspective;
- prior successful supervisory experience encompassing hiring, developing, and motivating others;
- recent experience and current knowledge relative to computer technology as applied to financial management and budgetary analyses;
- prior successful experience managing administration/operations;
- demonstrated success initiating and managing successful change initiatives;

- demonstrated experience promoting innovation;
- experience working effectively with a governing board and external organizations (e.g. banks, auditors, etc.);
- a work history which demonstrates personal initiative in, and ownership of, assigned areas of responsibility as well as the proactive implementation of change;
- a desire to serve and achieve excellence; results oriented; and comfortable with diversity of opinion;
- an ability to embrace, appreciate, and encourage the value of others' ideas;
- effective organizational skills including a demonstrated ability to accomplish both broad, visionary assignments as well as complex, detailed projects on a timely basis;
- strong conceptual and creative problem-solving skills;
- a demonstrated ability to efficiently organize and manage large amounts of data, information, records with attention to detail; and
- a demonstrated history of on-time delivery of projects; project coordination; and anticipation of issues.

A bachelor's degree is required for this position. A master's degree in Accounting, Financial Management, Business Administration or related field is desired. At least seven years of financial management experience encompassing finance, budget, accounting, and purchasing with at least three years in a lead administrative/management position is preferred.

#### **SALARY & BENEFITS**

Colburn School offers a competitive salary and benefits package.

#### **LOCATION**

Colburn School is located in Los Angeles, California at the center of the thriving downtown arts corridor. The School is surrounded by the Walt Disney Concert Hall, Dorothy Chandler Pavilion, The Music Center, and Grand Performances at California Plaza. Also in the neighborhood are the Museum of Contemporary Art and Los Angeles Public Library.

#### **DIVERSITY AND INCLUSION**

The Colburn School is committed to equal employment opportunity. It will not discriminate against staff members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; status with regard to public assistance; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from School premises; and age [40 or over]. Included in

the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. Employees requesting accommodations will not be retaliated or discriminated against.

### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the mission of the Colburn School. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To apply for this position, visit:*

*[Senior Vice President of Finance and Administration, Colburn School.](#)*

*To nominate a candidate, please contact Anne Johnson:*

*[annejohnson@aspenleadershipgroup.com](mailto:annejohnson@aspenleadershipgroup.com).*

*All inquiries will be held in confidence.*