



HATHAWAY BROWN SCHOOL

JOB TITLE: Chief Operating Officer
DEPARTMENT: Administration
REPORTS TO: Head of School
FLSA STATUS: Exempt, Full Time, 12 months

Position Overview:

Hathaway Brown School seeks a hands-on Chief Operating Officer to lead campus, technology, safety, and operational services across our 16-acre campus. The COO joins at a moment of active transition, with technology leadership recently refreshed and a campus portfolio that calls for both immediate attention and long-range planning. As an executive peer of the Chief Financial and Strategy Officer (CFSO), the COO shares joint accountability for major capital, technology, and risk decisions, while owning operational execution and team performance.

Key Responsibilities:

- **Campus & Capital Projects:** Oversee facilities, maintenance, grounds, utilities, fleet, and space use through the Director of Facilities; serve as executive owner of construction and renovation projects; set campus renewal priorities with the CFSO and Head of School; lead energy and sustainability efforts.
- **Safety & Compliance:** Lead physical security, emergency preparedness, and continuity planning; partner with the Head of School on crisis response; own operational compliance across buildings, fire and life safety, pools, transportation, food service, and contractors.
- **Technology:** Oversee the technology leader and team; drive multiyear planning, lifecycle replacement, cybersecurity, disaster recovery, and data governance; partner with academic leaders on instructional technology.
- **Auxiliary Services:** Hold executive accountability for dining, transportation, rentals, summer and extended-day operations, events, and aquatics; set service standards and manage vendor performance.
- **Leadership & Budgets:** Develop leaders of assigned functions; manage operating and capital budgets and procurement; resolve cross-divisional issues with clarity; build relationships with municipal officials, law enforcement, neighbors, and internal leaders; support the Board's Building and Grounds Committee with candid reporting.

Qualifications:

- Substantial experience leading multidisciplinary operations (facilities, technology, safety, or institutional services) in a school, higher education, nonprofit, or comparable setting
- Proven record in capital projects, vendor management, budgets, and building reliable service systems
- Familiarity with CMMS or work order systems (e.g., Incident IQ, Brightly, FMX)
- Ability to hold a technology team accountable, with or without a technical background
- Financial fluency, sound judgment, and strong people leadership with faculty, families, trustees, and external partners
- Bachelor's degree or equivalent leadership experience; advanced degree or credential preferred
- Ability to lift up to 50 lbs occasionally and move throughout campus; reasonable accommodations available

Compensation & Benefits:

Competitive salary and benefits package, including health insurance, retirement plan, and professional development opportunities.

WHY HATHAWAY BROWN:

- Competitive salaries for Independent Schools
- Comprehensive medical, dental, and vision package, 403(b) plan with matching
- Employer covered life insurance
- Employee Assistance Program
- Voluntary insurance offerings: additional life, accident, critical illness,
- Professional development program
- Wellness credit
- Collaborative teaching environment with seasoned professionals

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

ABOUT HATHAWAY BROWN

Hathaway Brown School has a rich 151-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 750 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

TO APPLY:

Mike Vachow at [Knuckleball Consulting](#) is supporting Hathaway Brown School in this search. Interested candidates should email a cover letter, resume and references to mike.vachow@knuckleballconsulting.com. Please do not contact the school directly.

Hathaway Brown School
19600 North Park Boulevard
Shaker Heights, OH 44122
EOE