Mercy High School

Women Who Make a Difference



Opportunity Statement:

Director of Finance

Start Date: January 5, 2027 | Farmington Hills, MI

DovetailED



About the School

Compelled by our Catholic ***faith*** and the ***spirit*** of the Sisters of Mercy, Mercy High School is a premier college preparatory school that ***educates*** and ***nurtures*** young women of diverse backgrounds to ***excel*** academically, ***serve*** compassionately, and ***lead*** courageously.

Mission

Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously.

Vision

As a shining lamp of Catholic education, Mercy High School inspires young women of diverse backgrounds to lead faith-filled lives, use their voices, and achieve their goals. Our graduates exemplify unity, empathy, knowledge, and leadership to make a difference in the world.

BY THE NUMBERS

12,000+
Total Service Service Per Grad Class

50+
Extracurricular Opportunities

17,000+
Mercy Alumnae Making a Difference

425
Total Enrollement

$1 Million
Annual Financial Aid & Scholarship

22
Sports Offered

To learn more, visit mhsmi.org



Position Overview

The **Director of Finance** serves as the Head Financial Officer and primary fiscal steward of Mercy High School. Reporting directly to the President and serving as a key member of the executive administrative leadership team, the Director of Finance oversees all financial operations, long-range fiscal planning, annual budgeting, accounting, financial aid administration, audit compliance, endowment tracking, and risk management.

Mercy is looking for a strategic financial leader who deeply understands budgeting, internal controls, and the realities of balancing resources in a challenging financial environment, while actively helping the school build a sustainable path forward.

The role requires someone with the confidence and executive presence to support the President's decisions, while remaining comfortable offering a different perspective or constructively pushing back when needed. Equally important is the ability to communicate effectively with executive leadership and the Board of Trustees, including preparing clear, concise executive summaries that help drive informed, data-driven decision-making.

Schedule Note: A hybrid work schedule may be available during the summer months.







Key Responsibilities & Qualifications

- **Strategic Financial Stewardship:** Navigate the realities of balancing resources in a challenging financial environment, developing sustainable long-term financial models and robust internal controls to safeguard institutional viability.

- **Executive Thought Partnership:** Serve as a trusted advisor to the President with the confidence and presence to support presidential decisions, while comfortably offering a different perspective or pushing back when necessary to protect the school's fiscal health.

- **Executive Summaries & Reporting:** Prepare clear, concise executive summaries and comprehensive financial statements, budget variance analyses, and cash flow projections for executive leadership and the Board of Trustees to drive informed decision-making.

- **Required Qualifications:** Minimum of a BA or a CPA title with a background in nonprofits. Tuition-based and/or endowment experience

- **Preferred Qualification:** MBA, Experience managing private school resources



Key Additions

- **Resource Management & Sustainability:** A leader who deeply understands budgeting, internal controls, and the realities of balancing resources within a challenging financial landscape to build a sustainable path forward for Mercy.
- **Executive Partnership & Courage:** A leader with the confidence and executive presence to strongly support the President's decisions, while remaining comfortable offering a different perspective or pushing back when necessary to safeguard institutional interests.
- **Board & Leadership Communication:** A leader who communicates effectively with executive leadership and the Board of Trustees, including through the preparation of clear, concise executive summaries and dashboards that drive informed decision-making.



How to Apply

Mercy High School has engaged DovetailED to lead this search. Interested candidates should email a cover letter (addressed to President, Julie Carver), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter, at alison@dovetailedsourcing.com.

Please do not contact the school directly.







MERCY HIGH SCHOOL
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Founded 1945

Mercy High School

Women Who Make a Difference

Farmington Hills, Michigan



Located in Oakland County, just northwest of Detroit, Farmington Hills is a welcoming suburban community known for its tree-lined neighborhoods, abundant green spaces, and convenient access to the Detroit metropolitan area. The city offers a comfortable balance of suburban living and modern amenities, with a variety of dining, shopping, cultural attractions, and outdoor recreation opportunities.

Highlights:

- **Parks & Nature:** Numerous parks, nature preserves, and walking trails offer opportunities for hiking, biking, and enjoying the outdoors.
- **Dining & Shopping:** A diverse selection of restaurants, cafés, shopping centers, and local businesses provides plenty of everyday conveniences.
- **Arts & Culture:** Historic sites, museums, performing arts, and community events contribute to the area's cultural appeal.
- **Convenient Location:** Easy access to Detroit, Ann Arbor, and surrounding Oakland County communities via major highways.
- **Community Lifestyle:** A blend of established neighborhoods, recreational amenities, and year-round events creates a welcoming suburban atmosphere.