



Marin Preparatory School  
San Francisco, CA  
Immediate Opening  
Business Manager

Marin Preparatory School, an independent kindergarten and elementary school in San Francisco is seeking to add a Business Manager to its team. MPS offers children and families a unique approach to education in the Bay area, featuring a hands-on Spanish immersion learning experience that balances the rigors of academics with the preservation of childhood. The Business Manager will join a small team of experienced educational administrators tasked with moving the school to a new not-for profit structure.

The Business Manager opportunity is a full time administrative position tasked with managing the financial and operational functions of the School. This is a new position within the school and an excellent opportunity for a self-starter with strong organizational skills.

Candidates should possess a BS/BA with CPA or MBA preferred. 5+ years of school or not for profit experience in a leadership capacity are required as is financial and operational expertise.

The position will offer compensation and benefits commensurate with experience, For immediate consideration please send cover letter, resume and 3 professional references to:

Thom Greenlaw, Founder  
Creative Independents  
[thomgreenlaw@gmail.com](mailto:thomgreenlaw@gmail.com)  
[www.creativeindependents.net](http://www.creativeindependents.net)