



Organization

California Education Partners (Ed Partners) is a nonprofit organization based in San Francisco that supports leadership teams from district school systems across California in a process that allows them to learn from one another and address their common challenges in new and powerful ways, and, in doing so, to build a lasting culture of improvement. Ed Partners brings together leaders to innovate, improve and build internal capacity as learning organizations so they can serve all students well today and into the future. Ed Partners' role is to facilitate and empower educators to work together and learn from each other as they work to improve their effectiveness for the children they serve.

Opportunity

California Education Partners is seeking an inspiring leader, strategic thinker and strong relationship builder to lead its program team and coordinate efforts with district partners. As it is poised to triple its impact over the next five years, Ed Partners needs someone who can both oversee its daily program operations and report up to the Senior Partner in charge of these efforts to ensure alignment of team activities to broader organizational vision and goals. This is an exciting opportunity to build, coach and manage a strong team to facilitate collaborative opportunities for up to 100 districts throughout the state, affecting the lives of hundreds of thousands of students in the process.

The Program Director will be committed to Ed Partners' organizational values, including the idea that traditional school districts can be important change agents, that the people within them are the experts on how to improve achievement for their students and that district leaders working collectively can learn from one another and solve problems in creative and impactful ways. S/he will have worked as a classroom educator and/or leader within an education-facing nonprofit or school organization. S/he will be a seasoned professional with experience leading teams, developing their people and managing up to senior executives. Expertise in group facilitation, overseeing the roll-out of large scale initiatives and project management are strongly preferred. Top-notch communication skills are essential.

Job Description: Director of Finance

Under the direction of an Ed Partners' Senior Partner, the Director will serve as a thought partner and financial and strategic support to the Senior Partner of Finance. The Director will be responsible for supervising the members of his/her team and for insuring the financial health of the organization through org-wide systems and tools creating a sustainable and continuously improving financial strategy.

Key Areas of Responsibility Include but are Not Limited To:

Finance & Accounting

- Develop and supervise direct reports, including a Bookkeeper to maintain financial record systems in accordance with GAAP
- Lead the formulation of mathematical modeling and forecasting for annual and quarterly budget process
- Facilitate discussions to define budget priorities and allocate resources most effectively to achieve programmatic goals

- Develop, evaluate, and communicate short- and long-term fiscal strategies that align with organizational sustainability goals
- Review and analyze monthly financial statements
- Provide resource and budget support to leaders to ensure they meet their financial goals
- Manage daily, monthly, and annual cash flow needs
- Establish processes for quality control, operational efficiency, and accuracy in departmental work
- Lead the annual external audit process

Grants

- Provide Senior Partners with effective methodology for creation of financial application for grants
- Oversee budget forecasts for all funds, grants and resources
- Provide accurate and timely financial information, including updated projections and changes, for use in grant reporting
- Provide allocation, tracking, and compliance around use of funds for all grants
- Ensure the timely submittal of all grant application and interim reports

**Duties and responsibilities may change. All California Education Partners employees are encouraged to be flexible and responsive to changes in scope of duties.*

QUALIFICATIONS

In order to fulfill these responsibilities, the ideal Director of Finance will be:

- Passionate about the mission and vision of the organization
- An accomplished, seasoned leader (preferably in the district school sector), with a minimum of 10 years demonstrated success as a school-based administrator, nonprofit executive and/or senior manager in a variety of settings.
- Inspiring in their management style; one who sees the possibility in all adults and is willing to devote time to coach and develop them while holding them accountable to measurable results.
- Experienced in overseeing a multi-faceted program, knowledgeable about best practices related to improvement of school systems
- A mindset centered around innovation and creative problem solving.
- Culturally competent and a self-reflective leader who understands the effects of race, class, ethnicity, income, and other issues of difference in our society and has personally worked in similar communities to those Ed Partners' districts serve.
- Skilled in communication, strategic planning, project management, and organization; able to focus on big picture priorities while not losing sight of the details.
- Dynamic and versatile, able to engage a variety of individuals and work in a clear, compelling, and authentic manner about the organization's vision and priorities.

COMPENSATION & BENEFITS

This position is full time, salaried position. Full time employees are eligible for the following benefits:

- Paid Time Off
- Medical, Dental, Vision – Fully Paid
- 401K – up to 6% match

TO APPLY

Please submit a resume and cover letter to jobs@caedpartners.org with the subject line, "Director of Finance"

Please provide up to 3 letters of recommendation

No phone calls, please