



# Position Announcement: Director of Finance and Administration

The Colorado Education Initiative (CEI) is seeking a **Director of Finance and Administration** that will partner with the CEO to set and implement CEI's financial policy and direction for our organization. This person will oversee the finance team and be responsible for all financial administration, business planning, control, budgeting, and reporting. The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting, and audit coordination. In addition, they will have a successful track record in setting priorities; strong analytic, organization and problem-solving skills which support and enable sound decision making. The Director of Finance and Administration will oversee budgetary planning and cost management in alignment with CEI's strategic plan, and will work closely with the finance committee of the board of directors. As a member of the leadership team, the Director of Finance and Administration will work closely with leaders of other functions as the organization considers fee-for-service opportunities and collaborations with external organizations. This position will report to the CEO.

## About Colorado Education Initiative

[Colorado Education Initiative](#) (CEI) is at the forefront of improvement, innovation, and change in Colorado's public education system. CEI is a statewide nonprofit organization that invests time, expertise, and dollars in K-12 public education. For over 10 years, CEI has worked with educators as an inspired and supportive partner on the ground in over 150 urban, suburban, and rural school districts. CEI is known as a visionary organization that fuses best practices with innovation, that is tuned into today's school dynamic and always mindful of what the future demands.

We are embarking on a new strategic plan that sharpens our focus as an implementation expert, innovation thought leader, and statewide convener in public education. Our mission is to accelerate improvement and innovation in Colorado schools. Our vision is to support transformation in the education system so that every student in Colorado is prepared and unafraid to succeed in school, work, and life, and ready to take on the challenges of today, tomorrow, and beyond. For more than a decade, CEI has been 98-100% philanthropically funded and for many years, a major funder invested several million dollars annually in the organization, much of which was then sub-granted to schools and districts across Colorado. As that funder changed strategies and tactics, CEI's budget was reduced by approximately 50%. We are currently beginning to pursue several strategies to diversify CEI's revenue streams.

Of note, we are also early on an organizational journey to more deeply prioritize diversity, equity, and inclusion in the work we support across Colorado. We are beginning to identify and embed promising practices in our culture and talent systems and are making a focused set of investments in the professional development of our team. We believe our work demands this because of the historic and current experiences in the school systems in which we operate and because we believe the outcomes we seek for students requires the prioritization of equity. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

## Responsibilities

### Process and Systems Management:

- Oversee CEI's financial and administrative matters
- Prepare and communicate financial information to the board
- Actively participate as a member of the leadership team in the development and implementation of the strategic plan
- Support the CEO and Chief of Staff in building the culture CEI needs to succeed implementing its strategy
- Be a thought partner to the CEO and other leadership team members, particularly in the investigation and piloting of fee-for-service revenue streams

## **Finance and Accounting:**

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for the CEO and Board of Directors
- Oversee budgeting, financial forecasting, and cash management for organization
- Manage annual operating and capital budget processes and report monthly to the CEO and leadership team on the operating budget variances
- Establish and ensure compliance with internal controls that safeguard the assets of CEI and contribute to accurate reporting.
- Manage external audits, including Single Audit under Uniform Guidance, and preparation of tax filings
- Liaison with CEI's Financial, Banking & Audit Institutions
- Develop and maintain written accounting policies and procedures
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans
- Serve as a business partner to the CEO on the organization's financial budgeting and administrative processes – including HR, payroll, and benefits functions – with an eye to continuously developing and improving systems
- Work directly with the Treasurer and Board of Directors' Finance Committee to ensure reporting and understanding of organization's financial position
- Create systems, approved by the CEO and LT, to align grant-related budgeting and spending to one set of organizational norms
- Oversee grant management providing financial information and compliance for all grant-related activities and proactive reporting to the initiative directors. CEI's grants include Federal awards.
- Manage finance and accounting team of two FTE responsible for daily operations, including grant accounting, accounts payable, payroll and cash flow management

## **Administration:**

- Coordinate with the Office Manager and Chief of Staff to manage the organization's facilities (including office lease, furniture, phone system, security, supplies)
- Oversee design and maintenance of the information technology equipment and software of CEI, including network administration, telephone systems and security systems; interface with all related vendors
- Liaise with benefits providers and manage annual benefits review and bidding process with vendor

## **Qualifications**

The Director of Finance and Administration will bring a minimum of 8 years of broad finance experience, including experience gathering and evaluating financial information and making actionable short and long-term recommendations to leadership. They will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including federal and state government awards and/or contracts and earned income streams. The ideal candidate has led a finance team, has interfaced with foundations, has reported to a CEO, and has held final responsibility for the quality and content of all financial data, reporting, and audit coordination. A deep and applied knowledge of school finance is also a plus.

## **Competencies**

This position requires strong organizational, interpersonal communication, collaboration, and multi-tasking skills. They must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff.

## Compensation

- Full-time position
- Salary commensurate with experience in a range of \$85,000-\$115,000
- Comprehensive benefits package including some flexible scheduling available

## To Apply

Please send a resume and cover letter to [jobs@coloradoedinitiative.org](mailto:jobs@coloradoedinitiative.org). Applicants should indicate the position in the subject line of the email. The first round of applications will be reviewed on June 11, 2018 and the position will be filled as soon as a qualified candidate is identified. No phone calls, please.

*The Colorado Education Initiative is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.*