



Position Announcement:
Director of Finance & Operations
(Part-time/Flexible)

About EdVestors:

EdVestors is an entrepreneurial nonprofit organization dedicated to driving change in urban schools through smart, strategic private investment. EdVestors seeks to close the opportunity gap for children by identifying and shaping the most effective school improvement initiatives and partnering with donors to invest in those efforts while supporting the project leaders with hands-on expertise. Since its launch in 2002, EdVestors has raised over \$9 million in funds for urban school improvement. For more information, please visit www.edvestors.org.

Position Summary:

Working with the Associate Director, this new position plays a critical role in the efficient and effective management of the overall organization, including responsibility for budgeting and finance, human resources, and general operations. As a member of a highly entrepreneurial team, the Director of Finance & Operations provides day-to-day oversight for the smooth functioning of the organization, as well as strategic long-term budgeting and organizational planning.

Responsibilities:

Financial Management

- Manage all aspects of EdVestors budgeting and finance, working closely with the organization's outsourced financial services firm and the Associate Director.
- Review monthly financial reports on a timely basis for internal use and presentation to the EdVestors Governing Board and Executive/Finance Committee.
- Process invoices and meet with the outsourced financial manager on a weekly basis.
- Provide appropriate stewardship of donor funds in coordination with EdVestors Director of Philanthropic Services.
- Manage EdVestors bank accounts and the investment of grant-making funds.
- Prepare annual budget for Board approval.
- Coordinate and oversee the organization's annual financial audit.
- Support organization's long-range planning and strategic thinking by providing needed budget scenarios and financial modeling.

Human Resources:

- Process appropriate paperwork for the hiring of new employees.
- Oversee the submission of payroll and employee time-off documentation.
- Develop and manage, in coordination with senior management team, an effective employee evaluation plan.
- In conjunction with human resources consultant, regularly review and update employee benefit plan; investigate and recommend changes or additions to plan.

Operations:

- Negotiate contracts with and manage all outside vendors, including outsourced technology and human resources, leased office equipment, and phone & internet providers.
- Interact with building management to resolve any issues related to office space.
- Manage the purchasing and maintenance of office equipment, computers and furniture.
- Review and manage organization's insurance needs.

Qualifications:

- Several years of financial and operations management experience required, preferably within an entrepreneurial nonprofit organization.
- Outstanding organizational skills and ability to prioritize and manage multiple tasks with meticulous attention to detail.
- Demonstrated ability to work effectively under deadlines and tight timelines.
- Excellent oral and written communication skills.
- Willingness to work collaboratively with a team in a fast-paced environment.
- Sensitivity in working with confidential materials.
- Enthusiasm, sense of humor and positive attitude essential.
- Passion for education and an interest in EdVestors work preferred.
- Proficiency with Microsoft Office, especially Excel.
- Bachelor's degree or equivalent experience required.

Compensation:

The Director of Finance & Operations is a part-time position (estimated 24 hours per week) with benefits. Salary and benefits to be determined based on experience and final work schedule.

To Apply:

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format to Janet Anderson at <http://jobs.cgcareers.org/application.aspx?id=1626>
Applications will be reviewed on a rolling basis until the position is filled.

EdVestors is an equal opportunity employer.

At EdVestors, we strive to maintain an inclusive, flexible and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff.

About Commongood Careers: EdVestors has partnered with Commongood Careers to conduct the search for a Director of Finance and Operations. Commongood Careers is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers. [Learn more about nonprofit jobs at Commongood Careers.](#)