



## Position Description

### Coordinator, Finance and Operations

EdVestors advances equitable, meaningful education that prepares every Boston student to activate their power and shape their futures. EdVestors invites nominations and applications for the position of **Coordinator, Finance and Operations**. Reporting to the Director of Finance and Operations, the Coordinator will play a critical role in the efficient and effective management of EdVestors. The position provides experience in finance and operations, as well as a window into nonprofit management and the education world, and supports the mission of ensuring Boston's students attaining an equitable education.

#### About EdVestors

EdVestors was founded in 2002 as a platform to connect Boston philanthropists with the city's public schools by identifying, shaping, and matching donors with promising improvement efforts. EdVestors' work has evolved to couple mobilizing resources with implementation support and thought leadership to pursue our goals. Throughout, our commitment to the city's schools and students has remained constant.

Our mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. We drive toward our mission by 1) activating people and resources, 2) learning and iterating in context, and 3) influencing system change. We believe that continuously attending to all three drivers ensures our programs and initiatives – the School on the Move Prize, School Solutions Seed Fund, Boston Public Schools Arts Expansion, Zeroing in on Math, and Career Pathways – will create impact.

We focus our work in Boston Public Schools (BPS) and since our founding, have raised and invested over \$35 million in our city's public schools. The relationships we have built and our track record of effectiveness have solidified our critical role as a trusted partner and thought leader in Boston. Our position grants us access to the decision makers impacting Boston schools and students, enabling us to advocate for system-wide change.

EdVestors offers a supportive and flexible work environment with a collaborative team of colleagues. Our values drive our efforts and shape our relationships with each other and our partners.

- *Just* - We aim to advance racial equity in our organization, schools, and communities, as we continue to learn about and interrogate white supremacy culture and systemic racism. We commit to thoughtfully assessing our role in upholding systems of oppression, to working in community toward mutual accountability, and to remaining optimistic as we pursue equity in education for our students.
- *In Community* - We care for our colleagues and community. We believe the greatest potential for impact comes from working together and that success flows from listening, learning, and working in community.
- *Thoughtful* - We are reflective, critical, and responsive. We are sensitive to the needs and aspirations of those we work with and carefully consider the impact of our actions.
- *Committed* - We are dedicated to making a difference in the lives of Boston students. We invest in sustainable practices that create deep, meaningful, and long-lasting impact.
- *Optimistic* - We believe that an equitable future for our students and ourselves is possible. We bring joy, hope, and a desire to be better to the circumstances that challenge us.

## **Responsibilities**

### Financial Support:

- Support the financial work of the organization, including reviewing spreadsheets, supporting annual budget process, preparing financial materials for Governing Board meetings, and the annual audit.
- Process invoices, bank statements and other financial documents under the direction of the Director of Finance and Operations.
- Weekly and monthly reconciliation: P&L detail review, credit card expenses review and coding, bank statement review and distribution.
- Maintain open communication with our external bookkeeper and ensure that tasks provided to them are carried out diligently.
- Inbox monitoring (finance and invoices).

### Human Resources Support:

- Welcome and support new staff by:
  - Ensuring digital and physical workspace setup is complete before their first day
  - Training them on office procedures and checking in periodically
  - Updating the digital onboarding binder in coordination with hiring managers
  - Coordinating the onboarding schedule of new hires for the first few weeks of employment
- Maintain the digital onboarding binder for new staff, and coordinate dissemination of binder with hiring managers.
- Coordinate with staff members the onboarding schedule of new hires and set up the calendar meetings for the first month of employment of new staff.
- Support Director managing holidays and other non-recurring timesheet items.
- Coordinate staff meeting schedule, and assist with team-building activities, staff training, and other staff development and wellbeing events.
- Contribute to EdVestors' internal equity work.

### Operations Support:

- Communicate with staff on technology, office, or building issues to help resolve them in a timely manner.
- Communicate with outsourced technology firm and building manager to troubleshoot IT, maintenance and other daily operation issues, including preparation of workspace and IT needs (equipment, email account, server/cloud access, etc.) for new hires.
- Coordinate with external vendors for maintenance and supplies.
- Serve as a point of contact for office visitors and incoming phone calls and manage the "info" inbox.

### Other:

- Undertake special projects as assigned.

## **Position Requirements & Qualifications**

### **Education**

- Bachelor's degree and/or equivalent experience required. We welcome non-traditional experience.

### **Qualifications:**

- 1 - 3 years of office experience preferred.
- Outstanding organizational skills, with a high level of attention to detail and the ability to see projects through to completion.
- Excellent oral and written English communication skills.

- Strong computer skills with proficiency with the Microsoft Office Suite, especially Excel, Word and Outlook. Specific Excel and Google Sheets medium to advanced skills preferred.
- Ability to prioritize, juggle multiple assignments and meet deadlines.
- Desire to work collaboratively with a team in a fast-paced environment.
- Experience working and keeping materials confidential as needed.
- The ability to give and receive feedback.
- Enthusiasm, sense of humor and positive attitude are essential.
- Passion for education and an interest in EdVestors work preferred.

EdVestors offers a generous benefits package, including three-week vacation, holidays and sick days, medical and dental insurance, 401k plan and match, life insurance, and disability benefits. **The expected salary range for this position is \$45,000 – 52,000.**

**Please direct your cover letter and resume to Francisco Marriott at [jobs@edvestors.org](mailto:jobs@edvestors.org). Include the position title and your last name in the subject line of the email. Applications will be reviewed as received.**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*