



Branch Alliance for Educator Diversity

	Branch Alliance for Educator Diversity (BranchED) Director of Finance
Organizational Description	<p>More than half of American public-school students are children of color, and only 20% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to empower, connect, and advance Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 253 Minority Serving Institutions comprise 13% of education providers in the United States, but train 51% of all Hispanic students earning bachelor’s degrees in education, 51% of Native Hawaiian and Pacific Islander teacher candidates, 38% of African American teacher candidates, and 35% of bachelor’s degrees in education for Native Americans and Asian Americans.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED has three goals that guide its work:</p> <ul style="list-style-type: none"> • Empower: working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities • Connect: strengthening relationships among MSIs by building partnerships to spur collaboration and innovation • Advance: amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs
Position Objective	<p>The Director of Finance is responsible for the organization’s financial and operational resources. As part of the organization’s leadership team, the Director of Finance will establish and oversee the finance infrastructure required to implement BranchED’s strategic plan and advance its mission.</p>
Essential Functions	<p>Financial Management</p> <ul style="list-style-type: none"> - Lead the financial management of the organization, including annual budgeting process, annual audit, and relevant financial reporting. - Support the VP of Strategy in analyzing, managing, and reporting financial status to relevant audiences, including ensuring compliance with financial grant requirements for BranchED as both grantee and grantor - Oversee financial forecasting for current and future fiscal years - Manage accounting partner and streamline processes to ensure financial information is current and accurate.



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	<ul style="list-style-type: none"> - Work closely with the entire team to create and utilize standard operating procedures for expense reporting, travel planning, and other financial matters. - Negotiate and manage contracts for organization, including with consultants, vendors, lessors, and other partners as needed. <p>Operational Support</p> <ul style="list-style-type: none"> - Manage the technical needs of the organization, including procurement of hardware, software, and services. - Collaborate with Programs team to ensure facilities support curricular needs in convenings, meetings, and special events. Coordinate partners and vendors to support effective events. - Manage and ensure smooth operations of human capital systems and structures, including professional employer organizations, insurances, 401K, employee benefits, and external financial and accounting consultants. - Establish and review organizational standards to ensure best in class. <p>Other</p> <ul style="list-style-type: none"> - Research and stay abreast of national landscape issues and developments that impact BranchED operations (non-profit, event management, cultural competency, etc.) - Help cultivate an intentional organizational culture representing organizational values - Other duties as assigned
<p>Education & Experience</p>	<ul style="list-style-type: none"> - Bachelor’s degree required in finance, accounting, business or relevant field. Masters degree in Business Administration preferred. - At least 5 years work experience in finance, accounting, operations, or related field. Experience in non-profit sector a plus. - Financial literacy and the ability to use accounting and expense tracking software (i.e., QuickBooks, Expensify) is required. - Strong written, verbal, and presentation skills to communicate complex ideas with visuals & data to internal & external audiences.
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> - A passion and commitment to transforming teacher preparation programs in Minority Serving Institutions - A visionary with ability to anticipate needs and future opportunities - Creative problem-solver with ability to identify and address issues proactively - Committed to equity and diversity - Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done - Ability to build authentic relationships



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	- A positive attitude, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy
Compensation	Competitive with skills and experience. The Branch Alliance offers a competitive benefits package.
# of Direct Reports	0
Reports To	President/CEO
Location	Austin, Texas
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to talent@educatordiversity.org. Please include in your email the position for which you are applying. The review of applications will begin immediately and will continue on a rolling basis until the position is filled.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.