



Branch Alliance

for Educator Diversity

Director, Finance

Organizational Description

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.

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:

- **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

Reporting to the AVP, Operations, the Director, Finance will play a critical role in financial operations, including being responsible for oversight of all finance, accounting, and reporting activities. The Director, Finance will support with ensuring long-term financial sustainability and partnering with key stakeholders in strategic decision making as the organization continues to scale. 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.

Essential Functions

Strategic Leadership (10%)

- Contribute to the development of BranchED's strategic goals, objectives, and metrics.
- Support with executing the organization's financial strategy and vision, as the organization continues to grow and execute on a new strategic plan.
- Advise the leadership on financial planning, cash flow, allocation priorities, and policy matters.
- Advise leadership on the financial systems, platforms, and infrastructure needed to support growth.
- Manage external outsourced accounting team
- Participate in team meetings, retreats, and learning opportunities.

Finance and Accounting Leadership (85%)

- Lead all day-to-day finance operations of a budget of \$22 million and oversee functional responsibility over accounting, accounts payable, purchasing, contracts management, accounts receivable, payroll, and grants administration, ensuring compliance with appropriate GAAP standards and regulatory requirements, including proper expense allocations.
- Work closely with Development Operations to create grant budgets and grant financial reporting
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants
- Coordinate the annual and monthly closing process and lead all audit activities.
- Analyze financial data and present financial reports in an accurate and timely manner, including cash flow forecasting
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Lead the annual budgeting process; administer and review all financial plans and compare actual results with a view to identify, explain, and correct variances as appropriate
- Engage the board's Finance committee and Investment committee around issues and trends in financial operating models and delivery. Support presentations to the board Finance and Investment committees.
- Refine and implement an appropriate system of policies, internal controls, accounting standards, and procedures

Operations (5%)

- Collaborate with other support functions across the organization to ensure internal controls and budget management in the areas of recruitment, payroll administration, benefits administration, compensation/bonus structure, grants management, inventory/asset management, business insurance, and other infrastructure needs.
- Collaborate with the Programs team to ensure coordination with partners and vendors to support effective events.
- Support leadership with managing and minimizing risk by monitoring risk management policies and procedures.

Qualifications

Required

- Demonstrated excellence in managing finance, accounting, internal controls, and reporting in a nonprofit organization.
- Experience of final responsibility for the accuracy, quality, and content of all financial data, reporting and audit coordination; experience supporting organizational budgeting processes for a complex, matrix organization.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have financial backgrounds.
- Successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.

Preferred

- Total years of experience: 10+
- Functional experience: 5+
- Bachelor's Degree (in Business, Nonprofit Management, Accounting, Finance, or related field preferred)
- CPA or masters in finance, business, nonprofit management, or related field

- A visionary with ability to anticipate needs and future opportunities
- Creative problem-solver with ability to identify and address issues proactively
- Ability to thrive in a fast-paced environment and willingness to 'roll up sleeves' to get things done
- Excellent relationship building skills and ability to build and maintain authentic relationships.
- Strong written, verbal, and presentation skills to communicate complex ideas with visuals & data to internal & external audiences.
- A passion and commitment to BranchED's mission.

Logistics

COMPENSATION:

Competitive with skills and experience. The Branch Alliance offers a competitive benefits package.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

COMPUTER/TECHNOLOGY SKILLS

Must be PC proficient and able to thrive in a fast-pace setting. Experience with QuickBooks Pro, SAP Concur accounting software and database programs. Must have strong experience with Microsoft Office 365, Microsoft Word, Outlook, SharePoint, and proficient in Microsoft Excel. Must have knowledge of Dropbox.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to touch or feel a computer, keyboard, monitor, telephone, Smart Phone, and talk or hear when interacting with employees. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms. The employee may regularly lift and /or move 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This position is fully remote with occasional travel to headquarters office in Peachtree City, GA.