



## Vice President, Finance

Full-Time

Peachtree City, GA (Preferred)

Work From Home up to 2 days per week

### ABOUT US

[BranchED](#) is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at Minority Serving Institutions (MSIs), with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED serves as the nucleus of a national network of 200+ high-impact colleges and universities - located in 38 states, D.C., Puerto Rico, and the Virgin Islands - united around a commitment to increasing the achievement gains of all learners and enhancing the diversity of the nation's corps of educators. 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

**Grow:** supporting strong, sustainable teacher candidate pipeline development

**Advance:** amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs

### THE OPPORTUNITY

As the Vice President of Finance, you will play a critical role in overseeing all finance, accounting, compliance, and reporting activities. As the organization continues to scale, you'll ensure long-term financial sustainability and partner with key stakeholders on strategic financial decisions. You'll manage an outsourced external accounting team and continually assess and improve the finance infrastructure, policies, and procedures required to implement BranchED's strategic plan and advance our mission.

Based out of Peachtree City, GA, the Vice President of Finance will sit on the Executive Leadership team and report directly to the Founder, President, and Chief Executive Officer.

### RESPONSIBILITIES

Primary responsibilities include but are not limited to the following:

#### Finance and Accounting Leadership (85%)

- Lead all day-to-day finance operations of a budget of \$22 million, including managing 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 expenditures are in alignment 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 to identify, explain, and correct variances as appropriate
- Engage the Board's Finance and Investment committees 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
- Maintain continuous lines of communication, keeping the president informed of all critical issues
- Represent the organization externally, as necessary, particularly in banking and lease negotiations

### **Strategic Leadership (10%)**

- Contribute to the development of BranchED's strategic goals, objectives, and metrics
- Support executing the organization's financial strategy and vision as the organization continues to grow and carry out 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
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Ensure appropriate BranchED team members receive necessary training related to budgets, expenditures, reconciliation, etc.

### **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 successful events
- Support leadership with managing and minimizing risk by monitoring risk management policies and procedures

## **KEY QUALIFICATIONS**

Some essential qualifications, experiences, and mindsets to be successful in the role include

### ***Trained and Experienced Non-Profit Finance Leader***

- 10+ years of work experience inclusive of 5+ years of functional experience
- Bachelor's Degree (in Business, Nonprofit Management, Accounting, Finance, or related field preferred)
- CPA or master's in finance, business, nonprofit management, or related field
- Demonstrated excellence in managing finance, accounting, budgeting processes, internal controls, and reporting for a national nonprofit with a budget of \$5M+
- Ownership of the accuracy, quality, and content of all financial data, reporting, and audit coordination

- Technological experience: QuickBooks Pro, SAP Concur accounting software and database programs, Microsoft Office 365, Microsoft Word, Outlook, SharePoint, proficiency in Microsoft Excel, and knowledge of Dropbox

### ***Financial Strategist and Systems Builder***

- A visionary with the ability to anticipate needs and future opportunities
- Creative problem-solver with the ability to identify and address issues proactively
- Experience improving on existing and implementing new systems, policies, and procedures to provide more effective, efficient, and user-friendly financial tools and resources
- Successful track record in setting priorities and meeting goals
- Keen analytic, organization, and problem-solving skills that support and enable sound decision-making

### ***Empathetic Communicator and Collaborator***

- Excellent relationship-building skills and ability to build and maintain authentic relationships
- Strong written, verbal, and presentation skills to communicate complex ideas with visuals and data to internal and external audiences
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have financial backgrounds
- Experience managing vendor relationships
- Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done

### ***Alignment to Mission, Values, and Commitment to Equitable Education***

- A passion and commitment to BranchED’s mission
- Understand the importance of diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students; you apply an inclusive and equitable approach to your work and decision-making

## **COMPENSATION & BENEFITS**

We offer excellent benefits, including the following:

- Medical insurance with up to 100% employer contribution
- Dental, vision, FSA, life, and disability insurance plans beginning on the 1st of the month after the hire date
- 401 (K) retirement plan with an Employer Match up to 6% of your compensation. Eligibility after 90 days of employment
- Generous time off, including 15 days of paid time off (to be taken for sickness or vacation) and 12 organization-wide holidays
- Organization-wide and workgroup training
- A commitment to developing leaders from within the organization
- An organizational culture that supports staff well-being and holistic self-care/community care
- Ample opportunities to connect with the faculty/leaders, students, and communities we serve
- A hybrid work culture with the option to work from home up to two times per week

## **TO APPLY**

BranchED is partnering with RCG Talent Solutions to find the next Vice President of Finance. Please use [this link \(https://bit.ly/3M8Urxj\)](https://bit.ly/3M8Urxj) to submit your application and direct all questions to [openroles@rcgtalent.com](mailto:openroles@rcgtalent.com).

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

BranchED is an equal opportunity employer and welcomes a diverse pool of applicants for this search. We are committed to fostering a culture of inclusion and welcome individuals with diverse backgrounds and experiences to apply. Applicants must be legally authorized to work in the United States, as we are not authorized to sponsor the H-1B visa.

BranchED does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristics covered by law with regard to employment opportunities.