

Finance Director

Who We Are

For over 25 years, Capital Partners for Education (CPE) has mentored low-income high school and college students in the academic middle from the Washington, D.C. area to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has doubled in size over the last five years, and through one-to-one mentoring and guidance from CPE staff, CPE's high school graduates have enrolled in college at a rate of 97% and complete college at nearly three times the rate of their similarly-situated peers. CPE's work is driven by creating and maintaining strong relationships, which help propel our youth forward.

Who You Are

CPE is rebuilding our operations department and we are seeking an experienced and analytical Finance Director to help lead the way. Do you get excited about healthy financial management for non-profit programs? Are you able to think strategically about the relationship between organizational finances and our ability to execute on a strategic plan? Do you believe that all staff should understand how non-profit finances operate? Are you motivated by collaborating with the people around you? If so, then this is the role for you!

About the Role

The Finance Director is charged with overseeing all aspects of financial operations for CPE and guiding efforts towards financial stability and growth. This person will assist the organization in developing and implementing effective financial strategies, improving revenue, maintaining a healthy financial position, and enhancing donor confidence. They will lead CPE's financial management systems, including maintaining internal controls, preparing budgets and reports for internal and external purposes, asset management, the independent audit process and the annual budget process.

The Finance Director reports to the Chief Executive Officer and works closely with the Directors of other teams to ensure that all initiatives are informed by CPE's financial status. This role is an independent contributor and does not supervise a team.

Responsibilities

Financial Management

- Oversee internal controls, set financial targets, develop financial strategies, monitor expenditure and cash flow, evaluate investments, and manage tax and loan compliance.
- Lead all financial management processes, including the monthly reconciliation process and the annual audit process, in collaboration with the accountants and the audit committee.



- Lead CPE teams through the annual budgeting process: work with staff to understand the fundraising pipeline, match expenses to revenues, analyze expenses and programming needs, and create budget options to discuss with senior leadership.
- Work with CPE's accounting firm and the Development team on financial reporting to donors, the Board of Directors, and the public.
- Coordinate with the Development Director and Grants Manager to support grants management: complete financial reports; contribute accurate financial data to grant proposals, and participate in the narrative process as needed.
- Create and implement processes to ensure that CPE financial transactions are processed accurately, timely, and in accordance with organizational policies.

Vendor Management

- Manage vendor relationships: manage all contracts, settle monthly invoices, periodically assess vendor offerings to ensure that they remain the best fit for the organization, and establish new vendor relationships when current vendors no longer serve CPE's needs.
- Manage contract and relationship with leased space property owner/s.
- Coordinate and oversee development, review, and approval of consultant, vendor, and other contracts.

Operational Support

- Work in partnership with Directors across all teams in support of cross-collaborative operational initiatives and goals.
- Collaborate with the Human Resources Director to manage human resources, including expense tracking and implementation for staff (e.g. leave, payroll, and reimbursements), cost-of-living raises, budgeting for future hires, and the like.
- Ensure the CPE team has the necessary equipment, supplies, and access to what they need to successfully perform their roles.

Qualifications

- Bachelor's degree, preferably in accounting or finance
- At least 4 years of progressively escalating nonprofit finance management experience
- Deep knowledge of nonprofit budgeting, financial and grant reporting, and cost allocation
- Experience working with, and reporting from, modern accounting and database management systems (e.g. QuickBooks, Salesforce)
- Demonstrated experience helping organizations grow by establishing key practices and policies, preferably in a nonprofit environment;
- Strong organizational and time management skills with exceptional attention to detail
- Display a collaborative attitude, and demonstrate respect and empathy for people and community.
- Must embrace the mission of Capital Partners for Education.
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Ability to legally work in the United States without sponsorship



How You Will Be Compensated

The starting salary range for this position is \$80,000-\$85,000, commensurate with experience.

CPE provides a comprehensive benefits package which includes:

- Medical, dental, and vision insurance
- 403(b) retirement plan with employer matching available
- Life and disability insurance with premiums fully funded by CPE
- Paid time off, including 15 days of vacation to start, official holidays, and office closure between Christmas Eve and New Year's Day
- Flexible spending account

Due to the COVID-19 pandemic, CPE is currently operating on a 100% remote work policy and will continue to do so for as long as is necessary, per CDC guidelines and general health and safety best practices. Therefore, this position is open to applications residing in any location, with the following clarifications:

1. All employees are expected to schedule their work days in alignment with CPE's Eastern Standard Time operating hours in order to facilitate smooth communication between CPE staff and other stakeholders.
2. When CPE returns to working in the office, the Finance Director will not be expected to relocate to the Washington, D.C. metro area, as the responsibilities of the position can be fulfilled remotely.

How To Apply

Please email your **resume** and **cover letter** to jobs@cpfe.org. Thank you for considering this opportunity with CPE.