



Director of Finance and Administration

Jan 2024

About College Futures Foundation

At College Futures Foundation, we believe in the power of postsecondary opportunity. We believe that securing the postsecondary success of students facing the most formidable barriers will ensure that all of us can thrive—our communities, our economy, and our state. We believe that the equitable education system of the future, one that enables every student to achieve their dreams and participate in an inclusive and robust economy, will be realized if we are focused, determined, and active in our leadership and partnership.

We also know that the past few years have brought profound shifts in California's education and workforce landscapes—including college enrollment declines alongside high demand for affordable, career-connected training, national conversations on student debt and mental health, and numerous other changes prompted or accelerated by COVID-19 and a nationwide racial reckoning. These changes have underscored the realities of how inequitably our systems center and serve diverse people. We know that the coming years will present equally significant challenges and opportunities, and that we must be well-prepared to meet these moments.

How We Work

We take a collaborative approach to our work. The Fiscal/Ops team works with colleagues across the organization to achieve the Foundation's goals. We believe you will find our staff to be a collaborative, kind, smart, and constructive group deeply committed to our philanthropic mission, our DEI practices, and our organizational values of equity, courage, community, and curiosity.

Learn more about what we do at www.collegefutures.org.

Position Summary

Reporting to the Chief Operating Officer (COO), the Director of Finance and Administration will lead and manage all finance, accounting, tax, and related reporting activities while managing a team of two senior accountants. The incumbent will also partner with the COO on internal human resource functions while managing planning and coordination of external HR and benefits consultants and legal counsel. This professional will also support the COO to generate materials to present to various Board committees, including Finance and Administration, Investment, and Audit. The Director of Finance and Administration will ensure that the College Futures Foundation has the systems and procedures in place to support the department's scope of work as noted above. This professional will work closely with staff from across the Foundation. This professional will work and communicate with colleagues across the organization in administering the overall operations of the Foundation.

Responsibilities:

Financial Management

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for revenue, expenditures, and budgets.
- Coordinate all audit activity.
- Consistently produce, edit, and analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep colleagues abreast of the Foundation's financial status.
- Develop annual operating budget and coordinate involvement of CEO and department heads; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the engagement of the Board's Audit and Finance and Administration committees.
- Maintain responsibility for tax planning, reporting, and filing in compliance with all federal, state, local, payroll, and other applicable taxes.

Investment Oversight

- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Oversee Senior Accountant with treasury function and in providing accurate and timely reporting of investment transactions, balances, and performance.
- Support the engagement of the board's Investment Committee around investment performance and evaluation.
- Participate in external asset manager oversight and ongoing due diligence.
- Responsible for developing financial and cash flow projections, calculating periodic capital disbursements from the endowment to fund operations, compute spending target and payout calculations,

Human Capital

- Partner with the COO to manage the Talent Management function at the Foundation.
- Develop and recommend appropriate policies and procedures for the human resource function.
- Support and co-create employee compensation and benefit programs.
- Develop, maintain, and recommend appropriate employee policies that are compliant with all applicable laws and regulations.
- Coordinate the Foundation's Talent Management System, including quarterly staff-supervisor check-ins, annual individual objectives, professional development and work plans, and the annual self-assessment and review process.
- Oversee Senior Accountant in the administration of HR related transactions and staff supports.
- Management and evaluate HR, payroll, and benefits related vendors.
- Facilitate employee recruitment, onboarding and offboarding.
- Support supervisors build relationships with staff, address employee concerns, and resolve disputes between employees, supervisors/leadership, or teams.

- Coordinate with legal counsel on employment matters as necessary.

Management and Leadership

- Co-create departmental goals to coherently support success across the entire Foundation.
- Supervise and leverage strengths of the Finance team members, help to clarify roles and responsibilities and support their professional development.
- Lead cross functional teams to support ad-hoc, policy and procedure, or system development or enhancement projects.

Business Operations

- Oversee Senior Accountant responsible for processing payroll and payables. Evaluate associated procedures in place with these activities and recommend changes, streamlining and enhancements, where appropriate.
- Evaluate and recommend insurance coverages.
- Ad hoc projects as assigned.
- Support COO in all duties relevant to the continuous improvement and success of the Foundation.

Experience/Knowledge:

- 8+ years of accounting and finance experience in, or related to, a complex non-profit organization, with private foundation experience an advantage.
- Management experience in human resource policy and practice an advantage.
- 4+ years of supervisory and staff coaching and development experience.
- CPA or MS in Accounting an advantage.

Skills/Abilities:

- Strong leadership and relationship building skills.
- Excellent initiative, takes ownership of projects, and is a willing collaborator and thought partner.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, directors, and other constituencies.
- Excellent time management and task prioritizing skills.
- Ability to work both collaboratively and independently. Ability to manage projects with precision, remain organized, and pay close attention to detail while simultaneously attending to the big picture. Uses discretion and sound judgment.
- Solid experience coordinating audit activities and managing reporting, and accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Thorough knowledge of financial reporting in accordance with GAAP, including development and production of financial statements and researching and drafting related notes.
- Experience using and modifying Microsoft Dynamics (Great Plains) and Management Reporter software would be an initial advantage.

- Robust Excel skills, including financial modeling and creating and adapting reports, tables and charts.
- Keen analytic, organization, and problem-solving skills, which allows for strategic data interpretation vs. simple reporting.
- A strong commitment to equity.
- A strong sense of purpose and an awareness of the important role that philanthropy can play to advance educational opportunity in service of economic mobility.
- A sense of humor and the ability to contribute to a collegial, respectful, and supportive team environment.

Additional Position Details:

This is a full-time position located in downtown Oakland (near the 19th Street BART station). This is a flexible and hybrid position, with only occasional in-person time at the office or events in the field.

College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Compensation:

This permanent, full-time position offers competitive compensation and excellent benefits. Annual salary is \$150,000 to \$200,000. The salary range is subject to change with the labor market over time.

To Apply:

Please submit application materials—a **cover letter and resume**—via email to jobs@collegefutures.org. Preferred subject line: “Application: Director of Finance and Administration.” No calls, please.

Invited candidates will be asked to participate in a one-hour Zoom interview with College Futures Foundation staff members. Second-round candidates will be invited to participate in one or more interviews with the COO and another College Futures staff member. Finalists will meet with the president and CEO.