



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	Chief Financial Officer
<b>REPORTS TO</b>	<ul style="list-style-type: none"><li>• Executive Director</li><li>• Works closely with the Board of Directors &amp; Finance Committee</li><li>• Manages the Accounting and Finance Team</li></ul>
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting August 27, 2020</li><li>• Hiring <i>immediately</i>, position open until filled.</li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• Full Time, Salaried, Exempt</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The annual salary range for this position is from <b>\$133,205 - \$159,205</b> dependent upon experience and qualifications.</li></ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Generous Vacation and Sick Time Accrual</li><li>• Average of 13-15 Paid Holidays</li><li>• Health, Vision, and Dental Insurance</li><li>• Sponsored 401K Plan (non-matched)</li><li>• Staff Development Budget</li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Accepting applications from local candidates only. This position does not provide reimbursement for relocation expenses.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please click <a href="https://oaklandedfund.tfaforms.net/4767149">here to apply for the role</a>.<ul style="list-style-type: none"><li>○ Or you may copy and paste this link to your browser: <a href="https://oaklandedfund.tfaforms.net/4767149">https://oaklandedfund.tfaforms.net/4767149</a></li></ul></li></ul>

## ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to

connect public schools with tools, funds, and volunteers. Learn more about our work at [www.oaklandedfund.org](http://www.oaklandedfund.org).

### **WORK LIFE AT THE ED FUND:**

- A fun, fast-paced, flexible, and dog-friendly work environment;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- Staff outings, team-building activities, staff celebrations and happy hours;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses.

### **ABOUT THE POSITION:**

- The CFO is responsible for all financial and fiscal management aspects of the Ed Fund's operations. The CFO will provide leadership and coordination in the administrative, human resources, IT, business planning, accounting, finance and budgeting work of the Ed Fund. The CFO will serve as a direct liaison between the Ed Fund and its grantors and donors, as well as outside partners. The CFO will provide critical financial insight and strategic support to the Executive Director, Board of Directors and Finance Committee as the organization continues to grow and evolve.
- **Due to COVID-19, ED Fund staff are working remotely through the end of 2020. This position will be required to go into the office as needed, for check signing.**

### **DUTIES AND RESPONSIBILITIES:**

#### **Financial & Operational Management**

- Create, coordinate, and evaluate the financial programs and supporting information systems of the Ed Fund to include budgeting and safeguarding of assets.
- Oversee the approval and processing of revenue, expenditure and position control documents, department budgets, salary updates, general ledger, account maintenance and data entry.
- Oversee all aspects of accounting, including cash flow planning, reporting, organizational and departmental budgeting, and forecasting.
- Ensure the timely and accurate preparation of financial statements, financial reports, special analysis and information reports that are used by fiscally sponsored organizations, staff, Board of Directors and Finance Committee.
- Present financial reports and analysis to the Board of Directors and Finance Committee.

- Approve and coordinate changes and improvements in automated financial and management information systems for the Ed Fund.
- Analyze cash flow, cost control and expenses.
- Analyze financial statements to pinpoint potential weak areas and provide recommendations and possible solutions.
- Develop and implement finance, accounting, billing and auditing procedures.
- Ensure compliance with local, state and federal reporting requirements.
- Establish and maintain appropriate internal control safeguards.
- Ensure records systems are maintained in accordance with generally accepted accounting principles.
- Coordinate and facilitate annual external audit.
- Recruit, train, develop, supervise and evaluate finance/accounting department staff.
- Oversee and coordinate finance department activities to maximize quality and efficiency of the department.
- Review all formal finance-, HR-, Contracts -, and IT related processes, and administration, recommending improvements to the systems in place and managing the systems going forward.

### **Strategic Leadership**

- Interact with Executive Director and members of staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.
- Serve as a member of the executive leadership team. Serve on planning and policy making committees. Ensure financial alignment with agency Strategic Plan, operations plan, departmental plans and goals.
- Establish and monitor the Ed Fund's investment strategies and policies in accordance with the objectives set by the Finance Committee.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems.
- Establish and implement short and long range Finance departmental goals, objectives, policies and operating procedures.

### **External Responsibilities**

- Represent the Ed Fund in matters related to grantor/donor relations and provide a high level of customer support to the Ed Fund's grantors and donors.

- Engage and network with professional associations related to CFO responsibilities including organizations related to the Ed Fund's mission.
- Work with the Development Department in achieving the Ed Fund's financial goals by representing the Ed Fund to Professional Advisors Network and potential donors.

### **Team Management**

- Develop and manage direct staff, to include staff and consultants in finance and accounting, guide larger multi-disciplinary teams outside of direct span of control.
- Engage other members of the senior management team - Director of Development; Cross-departmental collaboration that ensures that all financial solutions positively support the Ed Fund's evolving strategy, operational delivery, and data collection needs.
- Provide guidance on attracting and developing key partnerships to support the Ed Fund's broader mission.

### **REQUIRED QUALIFICATIONS:**

- A minimum of a BS in Accounting and a relevant certification;
- Minimum of 10 years related experience, preferably in a medium, complex non-profit organization, social service agency and/or private foundation.
- Mature and proactive, with evidence of having worked as a true business partner to the Executive Director of a non-profit and network-based entity.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Skill in examining, developing, reengineering, and recommending financial, HR, and technology policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.
- Demonstrated commitment to the social sector with a passion for the organization's mission is essential.

**PREFERRED QUALIFICATIONS:**

- MBA and CPA/CMA preferred
- If coming from the for-profit world, nonprofit board experience is preferred.
- Experience in fiscal sponsorship and managing more than 25 projects at one-time with each having annual funding greater than \$250K.

**EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.