



Job Posting: Director of Finance and Operations

About North Carolina Education Corps

North Carolina Education Corps (NCEC) is a 501(c)(3) nonprofit working to provide quality whole child and academic support to students across North Carolina. NCEC was launched by the North Carolina State Board of Education and Office of the Governor in response to the impact COVID-19 is having on schools, as students struggle to keep up with learning.

COVID-19 has exacerbated academic and non-academic challenges of North Carolina's K-12 students and schools. North Carolina's 1.5 million K-12 students are dealing with learning time loss across and social-emotional challenges. Our teachers and administrators face an uphill climb to advance the sound, basic education of every student.

NCEC brings together community members to support students and teachers and accelerate learning in the wake of COVID. We do this by partnering with schools to recruit, train, and deploy "corps members." Corps members -- including community college and university students, recent graduates, and retirees -- are paid a living wage by schools to work part-time as tutors.

Corps members build relationships and connect with young students. They help teachers reach students who need additional academic support. They accelerate COVID learning recovery with students, families, and school personnel. All with the goal of improving student growth and opportunity.

During the 2021-2022 school year, NCEC corps members will serve as high-impact literacy tutors grounded in the science of reading and reading instruction. As literacy tutors, corps members will assist K-3 students with building foundational reading skills, preventing a delay in learning how to read that could otherwise affect reading to learn for years to come.

For more information on NCEC, check out our [launch video](#), [basic overview](#), and [website](#).

Job Summary

The Director of Finance and Operations will serve as a trusted thought partner and team leader, playing a hands-on role in strategic decision making and operations as NCEC continues to expand its footprint and serve a growing number of students across the state.

This position will assist the Executive Director with the development of NCEC's annual operating budget, prepare and update regular financial reports and metrics for the Executive Director and Board of Directors, monitor grant budgets and expenditures to ensure that proper spending and

reporting requirements are met, and support ongoing fundraising efforts with current and prospective funding partners.

This position provides principal leadership in identifying financial strategies and an efficient administrative structure to enable NCEC to use resources wisely. Because NCEC is a high-growth nonprofit, the Director of Finance and Operations must enjoy working in an entrepreneurial environment that is fast-paced, mission-driven, and results-oriented.

We seek candidates from diverse backgrounds with a passion for our mission, drive for results, care for students, adaptability, resilience, and humility. A good sense of humor goes a long way too.

Responsibilities

Financial Management

- Work closely with leadership and senior staff to prepare the organization's annual budgets and prepare, monitor, and update programmatic forecasts on a recurring basis
- Monitor financial progress and changes, and keep Executive Director informed of the organization's financial status
- Analyze and present financial reports in an accurate and timely manner, and clearly communicate regular financial statements to the Executive Director and Board
- Manage all financial, project/program, and grants accounting, including budget preparation and spending down of grant funds
- Implement a robust grants management and reporting system, ensuring that the life cycle of grants is timely and that consistent written products are delivered to funders
- Coordinate any necessary audit activities
- Identify opportunities for financial efficiency and streamlining, and think creatively about cost-saving measures for the organization

Operations Management

- Oversee day-to-day human resources management, including payroll processing, benefits administration, retirement plan reporting and compliance, time-off tracking, and monitoring and ensuring compliance with state and federal labor laws
- Coordinate annual insurance renewal, ensuring adequate coverage and requirements
- Oversee office operations, including equipment maintenance, third-party IT vendor contract and relationship, and lease and landlord relationship
- Develop and monitor organizational policies, such as whistleblower, conflict of interest, and document retention policies, to ensure policies are up to date and in compliance with nonprofit standards
- Assist Executive Director with developing key performance indicators and performance evaluations for team members

- Serve as point-of-contact for outside investment advisor, providing instruction on cash flow needs and ensuring adherence to the organization’s investment policy (We don’t need this now but we may in the future.)
- Play an active role in preparation and execution of board meetings
- Serve as point-of-contact for outside CPA firm, including the preparation of the 990 and annual audit

Tutor

- Every employee will serve as a literacy tutor for at least one K-3 student each during the 2021-2022 school year

Perform other related duties as requested and as responsibilities dictate

Qualifications

Required

- Bachelor’s degree; Master’s degree in accounting/finance/public administration/business administration strongly preferred.
- At least eight years of professional experience in finance and operations
- Commitment to the mission and vision of North Carolina Education Corps
- Knowledge of financial and accounting best practices, such as Generally Accepted Accounting Principles (GAAP)
- Ability to successfully set priorities and support and enable sound decision making

Preferred

- Nonprofit financial experience
- Ability to translate financial concepts to colleagues who do not have finance backgrounds
- Strategic thinker with strong analytical and problem-solving skills, attention to detail, and ability to propose innovative ways to expend funding
- Technologically savvy, with experience selecting and overseeing software installations; knowledge of accounting and reporting software (e.g., QuickBooks, Excel)
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A track record in grants management and knowledge of program implementation that meets generally accepted standards and the requirements of the funding source

Impact Opportunity

- Contribute to a once-in-a-generation initiative to advance student achievement in North Carolina with a whole child and educational equity and opportunity focus

- Opportunity to contribute at NCEC at an early stage while it's on a trajectory to become an important fixture in North Carolina's education landscape

Additional Information

This position is currently remote but will transition to an in-office position in Raleigh, NC. Some travel within North Carolina will be required. Target start date: June 21, 2021.

Pay and Benefits

The hiring range for this position is \$100,000–\$115,000 per year, depending on experience. The position will receive generous company benefits, including health, dental, vision, and life insurance coverage, a 401k, and 15 days of paid time off per year.

How to Apply

Please send your resume and a brief email describing your interest in North Carolina Education Corps to careers@nceducationcorps.org. PDF format is preferred. Include your name and the position title, Director of Finance and Operations, in the email subject line.