



## RE-Center Race & Equity in Education Finance & Operations Strategist

### **Mission**

RE-Center *Race & Equity in Education* (RE-Center) is committed to building an equitable and just world where everyone has what they need to grow and thrive. We work in partnership with youth, families, schools, and communities to facilitate nurturingspaces where people can understand and challenge systemic racism and oppression. In all of our programs, we practice critical questioning, cultivate connection, and inspire action.

### **Background**

RE-Center (formerly The Discovery Center) has been focused on addressing systemic racism and inequity since our founding by actor and philanthropist Paul Newman in 1992. RE-Center provides support to all of those working to transform their K-12 schools and school systems into equitable learning environments. Our goal is to curate conditions that center students who are supported by conscious, critically thinking adults and supportive, safe schools and communities.

### **About the Finance & Operations Strategist Role**

The Finance & Operations Strategist is responsible for the financial strategy and functioning of the organization as well as the operations to ensure a strong infrastructure of operations serve to support the mission. Reporting to the Executive Director, the Finance & Operations Strategist oversees the work of a consultant financial firm and coordinates with the Board of Directors Finance Committee. This position is an opportunity to help diversify the funding sources & functions of this mission-driven non-profit organization.

### ***Financial Management***

- Primary interface with consultant accounting firm.
- Oversee cash management including review and approval of accounts payable and management of all accounts receivable invoicing.
- Manage budgeting and forecasting including:
  - Review and approve monthly financial reports (generated by consultant accounting firm)
  - Create annual budget and identify and track ongoing risks and opportunities.
- Support Fee Business reporting and tracking, including revenue, expense and profitability analysis.
- Support financial updates to Board of Directors.
- Complete ad hoc financial analysis as needed for Executive Director.
- Provide support on annual Audit.
- Prepare and/or review budgets for grant applications and manage Fund Development monthly reporting in collaboration with Senior Development Strategist.
- Manage organization of all invoices, grant award letters, and other financial documents received.

### ***Human Resources, Technology, & Administration***

- Review and approve bi-weekly timecards and payroll.
- Work with benefits consultants to ensure most appropriate health, FSA, disability and 401K plans for employees.
- Update employee handbook as needed.
- Manage consultant contracts and invoicing process (in coordination with the Executive Director and Racial Justice Strategist & Coach)
- Support recruiting and onboarding as needed including:
  - Submit job postings to external sites,

- Schedule interviews for the hiring process,
- Provide new hire info to payroll and benefits providers, and
- Ensure new hires are provided with appropriate equipment and onboarding information.
- Support for Board of Directors including:
  - Schedule all Executive Committee and Board meetings,
  - Collect and distribute materials in advance of all Board meetings, and
  - Attend Board meetings and take minutes.
- General office support including:
  - Open, review, act on mail at least once per week.
  - Deposit all checks received into bank account, and maintain relevant deposit documentation.
  - Order supplies as needed.
  - Monitor general organization email address and forward messages as appropriate.
  - Serve as primary contact for vendors.
  - Provide IT support/oversight, and act as key contact with IT services vendor.
  - Support Communications committee weekly meetings, distribute communications as needed.

***Qualities & Skills needed to succeed in this role***

- Ideally 5+ years of experience in financial management and analysis, accounting or related field; non-profit experience a plus
- MBA or other advanced financial certification a plus
- Excellent organizational skills with ability to manage multiple projects simultaneously
- Strong written and oral communication skills
- Technology proficiency with experience in Microsoft Office Suite and QuickBooks (Desktop version a plus) and mastery of Microsoft Excel; proficiency with CRM software and data management
- Commitment to working collaboratively
- Ability to work independently, including setting priorities, solving problems and improving efficiencies
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Comfortable working in a remote setting

Compensation for this full-time position is an annual salary of \$68,000 including a comprehensive benefits package.

**TO APPLY**

Please email your resume and cover letter to Micah Barber-Smith, RE•Center Race & Equity in Education at [mbarbersmith@re-center.org](mailto:mbarbersmith@re-center.org) and place the following in the subject line of your email: **RE•Center Finance & Operations Strategist Application: (your name)**.

*RE•Center is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.*