



Opportunity Scholars

Director of Administration (Finance, Human Resources, And Technology)

Mission:

Opportunity Scholars (OS) is a non-profit organization whose mission is to assist high school students to pursue career and technical education, college or university education. We guide, connect, finance and engage students to achieve their dreams of career success. Opportunity Scholars does this by connecting families, schools and businesses to create a low-cost career pathway to high paying jobs for low- and middle-income students. We create economic mobility for students and build a pipeline of professional and technical workers to grow local businesses.

Primary Duties:

1. Lead implementation of Opportunity Scholars financial management, human resources and information technology strategies with emphasis on finance.
2. Be a working leader whose primary responsibilities include finance, business planning, budgeting.

Financial Management (Primary Emphasis)

1. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
2. Coordinate and lead the annual audit process, liaise with external auditors; assess any changes necessary. Maintain a positive top tier audit.
3. Oversee the annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep the CEO informed of the organization's financial status.
4. Manage organizational cash flow and forecasting.
5. Implement a robust repayment management and financial management/ reporting system
6. Ensure that the billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
7. Update and implement all necessary business policies and accounting practices; update and improve the finance policy and procedure manual as needed.
8. Effectively communicate and present the critical financial matters to the CEO.
9. Be a good steward of the organization's finances.

Human Resources

1. Further develop Opportunity Scholars human resources function, enhancing professional development, strategize with CEO to create a pathway to employee benefits.
2. Operationalize performance evaluation process and compensation program, strategize, develop and deliver employee training, and direct recruiting and onboarding efforts.
3. Ensure that recruiting processes are consistent and streamlined.
4. Manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.

5. Work closely and transparently with all external partners including third-party vendors and consultants.

Technology and Administration

1. Work with all Opportunity Scholars leaders to identify, implement and monitor technology needs.
2. Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Education and work experiences desired:

3 years experience in finance, accounting or related field required. Non profit experience required. The ideal candidate has experience in being responsible for the quality and content of all financial data, reporting and audit coordination. Track record of grants management required. Microsoft Office proficiency is required. Quickbooks experience is preferred. Bachelor's degree and CPA preferred. Experience leading HR and IT preferred.

Personal attributes desired:

Must enjoy working in a growing environment where creation occurs while doing. A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. Personal qualities of integrity, credibility, and dedication to the mission of Opportunity Scholars. Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

Compensation:

This full time position has a salary of \$70,000 plus a bonus potential. In lieu of a benefits package, a stipend will be paid bi-weekly to offset travel and expenses.

Location of Work:

The large majority of work will take place in Northern Virginia and the Shenandoah Valley (City of Winchester, Frederick County, Clarke County). Employees are expected to maintain high speed internet connection, cell phone and reliable transportation at their own expense. Some evening and weekend work is vital to the success of this role.

How to Apply:

Submit a resume to Kari@OpportunityScholars.org

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