Director of Finance & Operations
Job Description

The Hunt Institute’s mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute’s primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position
The Director of Finance & Operations (DFO) will serve as a trusted thought partner and team leader, playing a hands-on role in strategic decision-making and operations as The Hunt Institute continues to expand its footprint and enhance its high-quality programming. The DFO will: oversee the development of The Hunt Institute’s annual operating budget, preparing and updating monthly, quarterly and annual financial reporting materials and metrics for the President & CEO 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. The DFO will oversee the Director of Equity Initiatives, Deputy Director of Finance & Operations, and Finance & Operations Manager and will report directly to the Vice President.

Responsibilities
• Direct and oversee the building of the annual operating budget: analyzing and presenting financial reports in an accurate and timely manner, clearly communicating monthly and annual financial statements, and ensuring transparency in reporting templates and structures.
• Oversee all financial, project/program, and grants accounting including budget preparation and spend down of grant funds; responsible for the quality and content of all financial data and reporting.
• Implement a robust grants management and reporting system; ensure that the life cycle of grants, from initial inquiry through final reporting, is timely and with consistent written products delivered to funders.
• Manage organizational financial forecasting; work closely with leadership and staff to prepare annual budgets and prepare, monitor, and update programmatic forecasts on a recurring basis.
• Monitor financial progress and changes and keep President & CEO and leadership team informed of the organization’s financial status.
• Consistently identify opportunities for financial efficiency and streamlining; think creatively, strategically, and consistently about cost-saving measures for the organization.
• Conduct internal trainings on processes and best practices in non-profit financial management.
• Support President & CEO with development of critical working relationships with grant program officers/administrators.
• Oversee day-to-day human resource administration 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 renewal for Directors & Officers insurance and business liability insurance, ensuring adequate coverage and requirements.
• Oversee office operations including equipment maintenance, third-party IT vendor contract and relationship, and lease and landlord relationship.
• Monitor Institute policies, including Whistleblower, Conflict of Interest, Electioneering and Document Retention policies, to ensure policies are up to date and in compliance with non-profit standards.
• Serve as point-of-contact for outside Investment Advisor, providing instruction on cash flow needs and ensuring adherence to The Institute’s Investment Policy.
• Play an active role in preparation and execution of Board of Directors Committee meetings including Investment Committee, Finance & Development Committee, Audit Committee and Executive Committee, as well as bi-annual Board of Directors meetings.
• Serve as point-of-contact for outside CPA firm, including the preparation of the 990 and annual audit.

Qualifications
• Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
• Passion for investing in the growth of colleagues and direct reports; able to motivate and rally support in service of organizational mission and goals.
• Ability to translate financial concepts to—and effectively collaborate with—colleagues who do not have finance backgrounds.
• Strategic thinker with strong analytical skills, attention to detail, problem-solving mindset, and ability to propose innovative ways to expend funding.
• A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
• Non-profit financial experience is a requirement, with a strong preference for someone who has operated in a fast-growing environment that has limited budgets and resources.
• A track record in grants management and knowledge of program implementation that meets generally accepted standards and the requirements of the funding source.
• A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making.
• Knowledge of financial and accounting best practices, including Generally Accepted Accounting Principles (GAAP) with at least 5-to-7 years of professional experience; financial and operations proficiency ideal.
• Technology 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.
• Bachelor’s degree in accounting/finance/business administration required; Master’s degree in accounting/finance/public administration/business administration strongly preferred.

Equal Employment Opportunity
At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.
To apply, please submit cover letter and résumé to applicant@hunt-institute.org with the subject line “Director of Finance & Operations – your last name.” Position is open until filled. No phone calls, please.