



## Director of Finance

### 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 (DF) will oversee day-to-day financial operations, as The Hunt Institute continues to expand its footprint and enhance its high-quality programming. The DF will support the development and ongoing analysis of The Hunt Institute's annual operating budget, preparing and updating monthly, quarterly, and annual financial reporting materials and metrics for the Senior Director of Finance & Operations (SFDO), Vice President, 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 partner. The DF will report directly to the Senior Director of Finance & Operations.

### Responsibilities

- Participate actively in 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.
- Ensure accurate preparation of 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.
- Manage monthly payroll process.
- Maintain a robust grants management and reporting system in conjunction with SFDO; 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 in conjunction with SFDO; 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, working with SFDO to 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.
- Support internal trainings on processes and best practices in non-profit financial management.
- Support SFDO and Vice President with development of critical working relationships with grant program officers/administrators.
- Support communication with outside Investment Advisor, preparing cash flow worksheets to forecast needs in conjunction with SFDO and ensuring adherence to The Institute's Investment Policy.

- 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; CPA or 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, along with a résumé or CV, to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line "Last Name – Director of Finance." No phone calls, please.**