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**Director of Finance and Operations  
Watertown, MA**

**Position Overview:**

The Director of Finance and Operations leads ERS' finance, accounting and operations functions, managing resources that fuel our progress toward impact, sustainability, and scale. An experienced and exceptional manager aligned with ERS' values and culture, the Director of Finance and Operations oversees a team dedicated to finance, accounting, human resources and office operations, serving as the senior resource for each of these functions. Reporting to the Managing Director, the Director of Finance and Operations also supports and regularly reports to the Finance Committee of the Board of Directors. The Director of Finance and Operations is a key leader on the extended leadership team. ERS has grown significantly over the past five years and will continue on this trajectory. ERS plans to grow its revenue from \$8 million to \$15 million by 2019 and will embark upon a west-coast office expansion, which the Director of Finance and Operations will oversee. This newly created role is a great opportunity for an entrepreneurial and seasoned leader who is excited to manage a high performing team, continue building and refining systems and processes that will support ERS' growth and have a tremendous impact on the future of the organization.

**Responsibilities:**

Financial Management, Accounting and Budgeting

- Oversee the finance team and manage the continual improvement of systems and processes, ensuring effective and efficient processes for all regular accounting, financial and staffing functions.
- Produce accurate and timely monthly financial statements for leadership review, including budget-to-actuals-to-projections for income statement, cash flow, and balance sheet.
- Produce accurate and timely monthly project management reports for leadership review.
- Produce ad hoc reports for special analyses, projects, grants, contracts, and planning with Board Finance Committee and Leadership Team.
- Manage contracting process with clients and vendors.
- Define, track, and report progress on financial health and sustainability metrics.
- Create a five year plan; design and lead annual budgeting process, collaborating with Leadership team and Board.

Human Resources, Talent and Organizational Development

- Oversee the HR/Talent team, the continual improvement of systems and processes, and the effective execution of recruitment, organizational development initiatives, performance management, professional development and training, employee engagement and relations, and personnel policies.
- Manage the intersection between Finance and Human Resources; facilitate personnel and benefits administration, risk management and compliance, and the implementation of a new HR Information System.
- Provide accurate and timely periodic reports on employees and staffing.
- Define, track, and report progress on human resources and organizational development goals and metrics.

Administration and Facilities

- Manage the Administration team; facilitate staffing assignments for a team of three Administrative Assistants who are deployed across the organization to assist executive leaders, managers, consulting project teams, special projects in operations, and office management.
- Oversee office management; manage facilities expansion and the opening of a new regional office.
- Collaborate with the Director of Technology and Tools to determine optimal improvements and integration of technology infrastructure.

### Staff Management and Team Leadership

- Supervise Controller, Talent and Human Resources Lead, and three Administrative Assistants.
- Support hiring, development, and ongoing mentoring of new team members in the finance, human resources, administration, and facilities departments.
- Act as the primary liaison with the Board Finance Committee; set strategic direction and facilitate meetings.

### **Qualifications:**

- 10+ years of professional experience with substantial experience overseeing financial and operational systems and staff; previous oversight of accounting and human resource functions preferred.
- Advanced expertise in financial functions required, including: Accounting & Controls; Compliance; Reporting; Budgeting; Financial Modeling; Business Planning.
- Experience working in a professional services environment including supporting and tracking a large number of different projects, billing codes and contracts preferred.
- Exceptional interpersonal and communication skills, both written and verbal, a strong customer service mentality and high degree of accountability, follow-through and emotional intelligence.
- Organized project manager with the ability to multi-task and prioritize effectively; ability to be both strategic and tactical simultaneously.
- Excellent analytic and problem-solving skills with the ability to take a thoughtful approach to addressing challenges.
- Ability to think strategically about how to build and refine systems and processes for effective organizational management and improvement.
- Demonstrated success managing people, functions and processes.
- Advanced proficiency in MS Excel and financial information systems.
- Bachelor's Degree required. Master's in business, finance or relevant degree preferred.

### **To Apply:**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the Director of Finance and Operations and stating how you heard about this opportunity, both in Word format, to Karen Baroody at [http://commongoodcareers.force.com/careers/ts2\\_Register?jobId=a0K1600000ZK5W1&tSource=](http://commongoodcareers.force.com/careers/ts2_Register?jobId=a0K1600000ZK5W1&tSource=) Applications will be reviewed on a rolling basis.

*ERS offers a competitive salary and benefits, commensurate with experience and skills.  
ERS is an equal opportunity employer.*

### **Organization Overview:**

Education Resource Strategies (ERS) is a non-profit strategy consulting firm dedicated to transforming how urban school systems organize resources- people, time, technology, and money- so that every school succeeds for every student.

ERS is the only organization with nearly 10 years of experience working with the largest urban school systems in the country on strategic resource allocation. We have worked hand-in-hand with more than 20 school systems nationwide, including 16 of the 100 largest urban districts, on topics such as teacher compensation and career path, funding equity, school design, central office support, and budget development. We also share research and practical tools based on our extensive dataset, and we collaborate with others to create the conditions for change in education.

In all of our work, we focus on the larger picture—how resources work together to create high-performing systems. Our non-profit status enables a different kind of partnership with districts and states: one where we participate in the transformation struggle, create insights together, and share lessons with others.

We take an analytical, data-driven and collaborative approach to our work. Most importantly ERS' work contributes to and influences national conversations on district and school resources issues. Our working partnerships with school systems form the bridge between practice and research.

Please visit our website to learn more about our work, our impact, our team, and our core values: [www.erstrategies.org](http://www.erstrategies.org).

#### *Benefits of Working at ERS*

- **Opportunity for impact:** ERS works with some of the largest, most influential and innovative districts in the country to truly transform their practices. Your work will change the lives of thousands of students.
- **Entrepreneurial spirit:** As a small organization, we are continuously improving, and we encourage innovative ideas, honest feedback, and constant learning.
- **Collaborative work environment:** We do most of our work in teams. We bring our collective wisdom and expertise to everything we do, often tapping the expertise and leadership of colleagues across the organization.
- **Healthy work/life balance:** We support every member of the ERS team in integrating meaningful work and professional growth with a health personal life throughout his or her career.

#### **About Commongood Careers**

ERS has partnered with Commongood Careers to conduct the search for a Director of Finance and Operations. Commongood Careers is a mission-driven search firm that supports the hiring needs of high-impact nonprofits. With an approach that leverages robust talent networks, recruitment and search management expertise, and a deep understanding of our clients' missions and cultures, we help organizations secure the talent they need to create greater social impact. Since our founding in 2005, Commongood Careers has led more than 700 searches at 275 organizations in 33 states, making us one of the most experienced and dedicated nonprofit search firms in the country. Learn more about nonprofit job opportunities at [Commongood Careers](http://Commongood Careers).