



Director of Finance & Operations Job Description

About EdVoice and EdVoice Institute

EdVoice Institute and EdVoice are two “sister” nonprofit organizations dedicated to reshaping public education in California so that students from low-income communities have futures filled with opportunity. To achieve this goal, EdVoice Institute (a 501c3 nonprofit) identifies state policies and practices that can ensure academic success for children from low-income communities and builds awareness of their recommendations through EdVoice’s direct influence, coalition partners, and informational communications campaigns. In parallel, EdVoice (a 501c4 nonprofit) drafts policy based on EdVoice Institute’s research and analysis, and directly lobbies members of the legislature and the Governor’s office to help influence the passage—or defeat—of policy changes. EdVoice Institute and EdVoice are undergoing an exciting relaunch to expand our capacity to have the greatest possible impact on the shape of opportunity for children in California. The Director of Finance & Operations will help us advance our mission by working for both EdVoice Institute and EdVoice. For the purposes of this job description, both EdVoice Institute and EdVoice are referenced under the name “EdVoice”.

The Opportunity

EdVoice is seeking an analytical and innovative Director of Finance & Operations (DFO) to lead our organizations into their next phase of growth and support our long-term financial health. This leader will be responsible for developing, implementing, and maintaining the core operations of finance, legal, human resources (HR), and Information Technology (IT). They will monitor budget expenditures, review financial reports and statements, create projections, and serve as a trusted thought partner and strategic advisor to senior leadership.

Reporting to the Chief Executive Officer (CEO), the Director of Finance & Operations will also set a vision and strategy for human resources and play a key role in ensuring a strong, inclusive workplace culture. They will establish the systems, policies, and practices necessary to support key initiatives and successfully manage vendors and compliance. The ideal candidate is a self-starter and creative problem solver who is excited about the opportunity to make a significant impact in the lives of California’s most underserved students.

Essential Responsibilities

Financial Stewardship (50%)

- Partner with the CEO to set and implement strategic financial goals that optimize the use of and ensure the accurate distribution of funds to achieve the mission of EdVoice and EdVoice Institute
- Drive org-wide financial planning by leading the budgeting process, identifying opportunities and risks, and communicating key metrics around P&L, B/S, and cash flow regularly
- Oversee and collaborate with financial service providers to ensure funding allocations and disbursements are accurate and within budget by monitoring expenditures, fund balances, and related financial activities
- Analyze financial information, manage the audit process, and create user-friendly projections and reports that promote strategic decision-making and sustainable practices

- Interpret local, state, and federal laws, codes, regulations, policies, and procedures that govern the financial operations of EdVoice and EdVoice Institute and implement systems and practices to ensure adherence

Human Resource Management (30%)

- Develop a clear vision for and manage all aspects of human resources including compensation & benefits, learning & development, performance management, recognition, and engagement
- Support the development and execution of a talent strategy that includes goals, priorities, and initiatives for recruiting, selecting, developing, and retaining talent
- Create, monitor, and report on key performance indicators (KPIs) related to talent acquisition, development, and retention through an equity lens and use data to make recommendations that promote organizational health
- Steward and sustain a strong, inclusive, people-first culture that celebrates diversity and promotes wellness and belonging
- Identify training needs and offer professional development opportunities that foster the growth of staff skills, mindset, and engagement
- Vet, select, and manage all HR vendors to ensure high-quality customer service for all record keeping, data tracking, and compliance with local, state, and federal laws

Systems & Process Improvement (20%)

- Identify and implement operational systems and procedures that improve our efficiency in meeting both team and individual objectives
- Drive innovation by conducting research on artificial intelligence (AI) and integrating relevant tools to increase team productivity
- In collaboration with General Counsel, perform risk management activities and develop internal control policies
- Manage and maintain the reliability, security, and efficiency of the IT infrastructure

Knowledge, Skills, & Abilities

- 7+ years of experience in financial management or other relevant business services
- Strong fundamental understanding of general accounting and budgeting practices
- Excellent analytical skills, including the ability to synthesize and present large bodies of information
- Demonstrated success in leading high-impact, complex projects with strong project management skills
- Shows up as an entrepreneurial leader who is a self-starter and enjoys taking on new challenges
- Passion for improving education equity and demonstrated impact working with children, youth, and families in low-income communities
- A deep commitment to diversity, equity, inclusion, and anti-racism with a strong fundamental understanding of the structural and social inequities in public education at a systemic level
- Proficient in Microsoft Office, Google Workspace, and finance and HR management tools
- High level of ethics, integrity, and accountability with the ability to use discretion
- Experience working in a strategy consulting role is a plus
- Bachelor's degree required; Master's degree in business administration, finance, accounting, or other related fields preferred

Application and Hiring Process

We are excited to review your application! To apply, please submit a resume for the position to resumes@leveledtalent.com. Applications will be considered on a rolling basis, so it is in the candidates' best interest to apply as soon as possible.

Please note: Only applicants who submit materials through our search partner [Leveled Talent](#) will be considered.

Compensation and Benefits

The compensation range is \$130k - \$165k and is commensurate with experience. This is a full-time, remote position based in California with 10% - 15% travel expected to meet with the full team and key partners.

Benefits include:

- Health, dental, and vision benefits
- 13 days of paid time off (PTO), 9 paid holidays, winter break from December 25-January 1 plus sick days
- Fully vested employer 1:1 match of employee 401(k) contributions up to 4%
- Reimbursement of up to \$500 for remote workspace
- Reimbursement of up to \$750 for cell phone
- \$90/month technology stipend

EdVoice is proud to be an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy, or veteran status. We strongly encourage applications from candidates of all races, national origins, ages, religions, creeds, veteran or disabled statuses, sexual orientations, gender identities, or gender expressions.

Please visit our website for more information at www.edvoice.org.