

EMERGE

Managing Director of Finance & Operations

The Opportunity:

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation.

EMERGE is embarking on a five-year strategic plan kicking off in August 2022 and it is a particularly exciting time to join the EMERGE team! The Covid pandemic and the spotlight on racial injustice have impacted our organization in ways that have forever changed the way we work, and the way we see the world.

The Managing Director of Finance & Operations role is being added to support our financial needs as EMERGE prepares to enter a new phase of growth. This position will be responsible for overseeing monthly and annual financial processes, along with creating new processes for reporting, management and forecasting EMERGE's financial position. This position will also be responsible for managing vendor contracts, financial modeling and RFP processes for our district partners, and some operational tasks. The MD of Finance & Operations will report to the VP of Operations.

Estimated Start Date: May 2, 2022

Reports To: Vice President of Operations

Salary Range: \$95,000-\$120,000

Location: Houston, TX (Hybrid)

The Role:

As a Managing Director of Finance & Operations you will spend your time in the following ways:

Team Management

- Manage a Senior Manager of Finance and support the Finance & Operations Coordinator to execute and implement the team priorities
- Create High Impact Responsibilities & Behaviors for each team member, and ensure that tri-annual performance meetings are completed to support staff development
- Ensure proper planning to delegate roles and responsibilities across team
- Manage overall team dynamic and professional development opportunities to ensure effective team communication and culture

Annual Budgeting & Financial Processes

- In conjunction with the VP of Operations and leadership team, create the annual budget for board approval
- Work with each department to understand upcoming organizational needs, forecast related cost, and create cost models to build the budget
- Facilitate the annual audit & tax compliance including timely completion of the 990 tax filing

Strengthen Financial Processes

- Oversee and enhance systems and processes necessary for success including cash flow, monthly close & financials, contract & grants management, and accounting processes
- Strengthen financial reporting and analytics to facilitate strategic business decisions
- Make sure all our routine procedures are accurate and working smoothly, including payroll, benefits, tracking leave, employment records, monthly close and other internal systems

- Streamline processes and create efficiencies within the finance department including grant management, AR, AP, and payroll

Oversee Monthly Financials

- Oversee the Senior Manager of Finance and the Coordinator in the creation of EMERGE's monthly financials
- Determine reports we should be looking at as leadership team and board each month
- Prepare monthly forecast analysis and oversees reporting for the organization
- Interpret information so that leadership can make good strategic decisions for the organization and all key staff has the information they need to make real-time decisions in a financially responsible manner

Vendor & District Contracting Support

- Manage vendor contracts, including office needs, technology, legal, etc.
- Work with our bank to stay up-to-date on relevant processes, security, and changes
- Review and select an updated business credit card for EMERGE staff that maximizes benefits
- Review and ensure our organizational insurance covers our needs and is priced competitively annually
- Create annual cost model for EMERGE partner district invoices
- Own RFP process for new and renewing districts

Additional Financial Processes & Strategic Projects

- Manage salary bands and conduct annual review to ensure they match the market and our budget line; determine end of year salary adjustments that fit within budget and market
- Support VP of Operations in preparing for board meetings, including creating reports that board should understand and slides for presentation
- Work closely with the Development team to track restricted grants, provide financials for grant reports, and manage incoming stock gifts
- Support VP of Operations in modeling for future growth and new districts
- Support VP of Operations with strategic projects as they arise

The Person

Strategic Thinker & Problem Solver

- Uses "out of the box" thinking to improve or enhance our processes; shares learnings with others and encourages the team to keep innovating and moving forward
- Actively develops systems, policies and procedures to create long term change
- Sees the big picture, sets a vision and creates milestones for team to achieve goals
- Prioritizes daily, weekly, monthly and quarterly actions for self and team to meet annual goals; delegates actions appropriately across team

Relationship Builder

- Builds trust with their team and the broader team to foster a collaborative culture, engage in healthy conflict and discussion, and produce stronger outcomes as a result
- Motivates and empowers the team to drive towards a common goal; celebrates wins and fosters an attitude of gratitude
- Engages with direct reports and broader team in coaching and feedback conversations; facilitates development of team
- Spends time growing their network and knows when to engage stakeholders during the problem-solving process

Strong Communicator

- Communicates proactively and effectively to ensure alignment up, down and across the organization
- Seeks input from the right sources ahead of major decisions or changes being rolled out by the Operations team; provides or seeks clarity when unclear or in disagreement
- Proactively communicates decisions and “need to know” information to the direct team and the broader team

Functional Leader

- Displays a sense of ownership and responsibility of key metrics and functional focus areas, including being clear on decision making rights and communicating those decisions and being seen as a content expert who is able to share important data/information
- Engages in continued professional development around critical knowledge & skills needed to lead team/initiatives effectively
- Drives accountability through listening, responding and following through in the areas of Operations

Resource Maximizer

- Thinks strategically about how organizational funds are being spent; understands area budget and cost drivers well enough to create budget and reallocate as needed throughout the year
- Thinks critical about major spending decisions to ensure organizational funds are being used wisely and understands the return on investment prior to spending; ensure team is also working to maximize resources

Ideal Candidate will have:

- Bachelor’s degree is highly preferred; MBA or CPA highly encouraged
- 7+ years professional experience working in a Finance or Accounting field
- Experience with Financial modeling and reporting
- QuickBooks knowledge preferred
- Advanced expertise in Microsoft Excel
- Exceptional interpersonal skills
- Exceptional project management skills
- Exceptional communication skills

Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As the EMERGE’s impact has grown, our nonprofit team has grown to over 30 staff members. The staff includes our College Access Team, College Success Team, Program Assets Team, Finance, Operations

& HR team, and Development Team. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

What we offer:

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees.

To determine salary; we consider each candidate's relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization. The salary range for this role is \$95,000-\$120,000.

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

Benefits:

- We offer Medical, Dental, and Vision insurance.
- We provide Short-Term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.

Please Note: EMERGE is currently undergoing a benefits analysis with the goal of enhancing our benefits offerings for all staff and new hires by August 2022.

Priority Application Deadline: Sunday, April 10 @ 11:59pm CST

The review of applications will begin immediately and continue until the position is filled, although submission before the priority deadline is highly encouraged.

Please apply to <https://emerge-fellowship.breezy.hr/p/a562c8de37c9-managing-director-of-finance-operations>