



Director of Finance and Operations

Founded in 2012, [Education Opens Doors](#) equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life.

Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just 1 year.

Education Opens Doors Core Values

★ Purpose Driven ★ Equitable ★ Life-long Learners ★ Empathetic ★ Innovative

Education Opens Doors is seeking a Director of Finance and Operations to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the position are listed below.

Role Summary

The Director of Finance and Operations will join a driven, dynamic, and growing team, who are currently supporting nearly 120 educators and over 12,000 students across Texas with the life-changing Education Opens Doors Program. The Director of Finance and Operations will be responsible for overseeing the day-to-day operational and financial activities of the organization and ensuring it is performing efficiently and effectively. In addition, they will motivate, lead and coach a dynamic team of one to three People and Operations Managers and partner with them to perform the following duties by maintaining clear and frequent communication.

What You'll Be Doing

- (30%) System and Process Management
 - Review all org policies (ex: IT, credit card, communications) annually, revising as needed to ensure they are reflective of current industry practice and reasonable for our staff
 - Conduct semi-annual survey to assess staff understanding, satisfaction, usage of all systems and processes; analyze findings and revise practices as needed
 - Direct questions and support requests to our legal counsel on an ad hoc basis
- (30%) Financial Management
 - Oversee monthly financial reconciliation and forecast financial health based on current state
 - Develop and report quarterly financials to the board, serving as the staff liaison to the Finance Committee
 - Develop the annual organizational budget with input from Leadership and the Finance Committee, eventually presenting to the Board for approval
 - Present all fieldwork documents to our accountant and auditors, review and presenting our annual audit to the board
 - Support our Partnerships and Program Teams to determine organizational costs associated with current and potential products and programs
 - Develop budgets as requested by Advancement Team for specific grant applications
- (20%) Team Leadership and Strategy
 - Contribute to team strategic planning and business development discussions led by CEO, bringing decisions and actions back to the department
 - Employ system for capturing and reporting team goals
 - Support the evaluation and development of current and future team chart based on existing business need, projected growth, and staffing in place
- (20%) People and Relationship Management
 - Meet with members of other departments as needed to create alignment, a cohesive environment, or collaboration where needed
 - Meet with all direct reports on a biweekly basis to provide coaching, support, and management
 - Conduct mid- and end-of-year assessments with direct reports

Required Qualifications & Skills

- Bachelor's degree from four-year college or university; Master's degree in Business Administration or related field preferred.



- Extensive and diversified background with at least 10 years of related experience.
- Strong team leadership and performance coaching skills; fosters team cooperation; defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results and financial growth; acknowledges team contributions and accomplishments; encourages training and further development.
- Project management skills; develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budgets; manages project team activities.
- Demonstrates commitment to and passion for equity and the mission of Education Opens Doors. • Proven record of building and sustaining relationships with stakeholders.
- Strong communication skills.
- Displays passion and optimism and inspires others to do the same.

Preferred Qualifications & Skills

- Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Vision, initiative, self-awareness, and an approach to work that is grounded in students, community and racial / ethnic equity
- Openness to learning the current landscape while also bringing new/fresh ideas and ability to embrace change in a fast-moving environment
- Achieve organizational and financial goals through teamwork and collaboration
- Ability to communicate with multiple stakeholders around difficult and challenging discussions in an objective and proactive manner

What We Offer

Education Opens Doors offers a competitive base salary based on previous experience and opportunity for bonuses throughout the year. The salary range for this position is \$80,000 - \$95,000. New hires are typically brought into Education Opens Doors somewhere between the beginning and middle of the salary band depending on qualifications, budget, and internal equity. We also offer a competitive benefits package which includes medical, dental, vision, short term disability, long-term disability, life insurance, retirement matching, flexible work from home policies, professional development stipends, and more. Education Opens Doors offers a generous vacation package and the opportunity to work with a dynamic team of change makers.

Equity Statement

Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.

How to Apply

To apply for this position, visit this [link](#).