



## Director of Finance

### ABOUT AIM HIGH

At Aim High, students with limited options unlock their limitless potential. The organization's multi-year summer enrichment program empowers middle schoolers from low-income neighborhoods, igniting their love of learning and yielding real results—97% of Aim High alumni graduate high school and go on to college. Grounded in a welcoming community where every kid feels seen and supported, Aim High gives students the confidence to succeed in high school and beyond.

Launched in 1986 with fifty pioneering San Francisco students, Aim High has since expanded to eighteen sites serving over 2,300 middle schoolers every year throughout the Bay Area, Napa and Tahoe-Truckee.

### MISSION AND VISION

Aim High creates life-changing opportunities during the summer and beyond. The Aim High community:

- Nurtures the promise and potential of middle school students from low-income neighborhoods
- Prepares students for high school, setting them on the path to college and future success
- Recruits, engages and inspires the next generation of teachers and educational leaders

### POSITION SUMMARY

Aim High is seeking an experienced and collaborative finance leader to serve as its Director of Finance. The Director of Finance is responsible for Aim High's finances and will support the operations and human resource functions during an exciting time of growth. The position, reporting to the VP of People, serves on Aim High's Leadership Team and works closely with its CEO, Board of Trustees and members of Aim High's senior staff.

Aim High will be launching an ambitious strategic plan in fiscal year 2022, and the Director of Finance will take the lead in building and managing a budget to support the plan's growth and long-term goals. This is a tremendous opportunity for a finance and operations leader to strengthen and deepen the impact of a highly respected, 35 year old organization.

## **ROLES AND RESPONSIBILITIES**

Specific duties include but are not limited to:

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Oversee and lead the annual budgeting and planning process in conjunction with the VP of People and Operations and the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization's financial status.
- Work across the Aim High team on cross-organization initiatives including the summer hiring and onboarding of Aim High staff, grant management, etc.
- Coordinate and lead the annual audit process, act as a liaison with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Manage work of Armanino, LLP, Aim High's outside accounting firm, to ensure accurate and timely accounting and financial reporting.
- Analyze internal controls of the organization to ensure efficiency and minimize risk.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the board Finance Committee and the Board of Trustees.
- Work with the Strategic Planning Committee to build budget models and financial projections.

## **SKILLS AND QUALIFICATIONS**

The ideal candidate will be passionate about the mission of Aim High and have at least 10 years of professional experience with ideally 6+ years of financial management experience:

- Experience with financial reporting, audit coordination and quality/content of financial data.
- Ability to translate financial concepts to, train, support, and collaborate with programmatic and fundraising colleagues without finance backgrounds.
- Demonstrated ability to manage multiple projects with strong attention to detail and organizational skills.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills that support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Team player, creative problem-solver, entrepreneurial spirit, genuine passion for Aim High's mission.
- Commitment to diversity, equity and inclusion, as well as a high level of cultural competence.

## **JOB DETAILS**

- Reports To: Vice President, People and Operations
- Job Location: This individual will need to be able to be San Francisco office roughly 2–3 days/week when the team is back in the office
- Classification: Exempt
- Hours/Week: 40 hours with some evenings and weekends
- Pay: Compensation will be roughly \$150,000 annually and commensurate with experience
- Benefits: Generous benefits that include Medical/Dental/Retirement Matching/Paid Sick and Vacation Time

## **TO APPLY**

To be considered, please submit your resume here:

<https://strongerconsulting.com/opportunities/#op-466515-director-of-finance>

Applicants will be reviewed on a rolling basis through September 30, 2021

*Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, gender, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.*