



DIRECTOR OF FINANCE

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Director of Finance reports to the Chief Operations Officer (COO) and is responsible for managing the financial activities and reporting across LA Promise Fund. This includes all grant / philanthropy fiscal management and reporting related to the nonprofit as well as fiscal management and oversight of its charter schools to ensure that high-quality services are delivered to students and families.

RESPONSIBILITIES AND DUTIES

Finance

1. Develop and manage short and long term financial and operational goals and cash flow to ensure sound organizational operations, growth and financial transparency
2. Develop budgets and financial reports for funders
3. Develop monthly financial reports for the organization and each department
4. Establish and maintain a solid financial model for the organization's operation
5. Interact with Charter School leaders and Charter back office support to establish a balanced budget annually and monitor activity monthly

6. Interact with auditors for annual independent audit for the nonprofit as well as the charter schools
7. Interact with external fiscal contacts (e.g., charter oversight, funders) to provide required reporting and analysis, both periodic and ad-hoc
8. Support program teams to manage private, state and federal funds
9. Ensure dutiful compliance and fulfillment of LA Promise Fund's fiscal policies

Board Relations

1. Support executive team in conducting LA's Promise Executive Committee meetings, providing fiscal and analytical expertise
2. Contribute strategic thinking and fiscal expertise to organizational and school thought process
3. Support executive team in coordinating LA's Promise Board of Directors Meetings and Schools Committee meetings, providing fiscal and analytical expertise
4. Work with CEO to coordinate LAPF's Finance & Audit Committee meetings
5. Support the work of the various departments and the organization as a whole

Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Excellent statistical, analytical, and problem-solving skills.
- Four-year Degree in education, business, finance, or public policy/administration.
- Minimum of 5 years of professional experience in accounting and finance in public education
- Strong presentation and communication experience
- Previous experience with state and federal grants preferred

Knowledge, Skills and Abilities

- A mission-driven individual with a belief in and commitment to closing the achievement gap
- Experience in the education field highly desirable
- Detail-oriented and able to coordinate multiple projects simultaneously
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan;
- Entrepreneurial - a hard worker with a high energy level, an action-oriented individual who excels in an unstructured environment; and
- Commitment to LA Promise Fund mission

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

Email your cover letter and resume to careers@lapromisefund.org.