



## **Now Hiring:**

### ***Director of Operations & Finance***

**Start Date:** ASAP

**Role Type:** Full-Time

**Reports to:** Jess Fuller, Senior Director of System Partnerships & Operations

**Location:** Denver (We work a hybrid schedule - in person twice a week at our co-working space at TARRA, 865 Albion St., other days remote and/or working at TARRA, if desired)

**Salary Range:** \$80,000-\$90,000 (commensurate with experience)

**Benefits:** RESCHOOL offers an excellent benefits package, including significant employer coverage of medical, dental, and vision insurance premiums, generous paid time off, long-term disability, professional development stipends, and employer contributions to a 401K retirement plan and Health Savings Account

**Application Process:** If you are interested in the Director of Operations & Finance position, please submit a resume with a cover letter or voice recording/video sharing why you are a strong fit - for the position and for RESCHOOL - to: [info@reschoolcolorado.org](mailto:info@reschoolcolorado.org). The deadline for applications is 5pm Mountain Time on 09/16/2024

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## **About RESCHOOL**

RESCHOOL is a Colorado-based nonprofit organization that believes all young people should have equitable access to learning that happens everywhere, because when youth experience a variety of opportunities that they drive, they THRIVE. Inequities exist in our educational systems, both in and outside of schools. We work alongside a variety of people and communities to address these inequities and to co-design localized and systemic solutions to reduce barriers to access and expand opportunities.

Over the last decade, we have:

- Raised nearly \$1 million that we've invested in Colorado communities via funding directly to families to use for out-of-school learning opportunities aligned with young people's interests, needs, and aspirations; and grants that have resourced numerous organizations across Colorado, including learning providers to create or expand out-of-school programming for low-income youth and community-based organizations to



support families to access learning opportunities and navigate system barriers.

- Designed resources, experiences, and workshops to support families, community-based organizations, & system leaders to access and build more expansive learning ecosystems that seamlessly integrate learning within and beyond schools, including [DISCOVER Learning](#), [Family Choice Journal](#), [Design Lab](#), and [REVOLVE](#), which are often paired with guidance and expertise from the RESCHOOL team as advisors, facilitators, and partners.

Our [Mission, Vision, Values](#) and [3-Year Strategic Priorities](#) guide our work to build equitable, sustainable learning ecosystems across Colorado and expand our reach nationally.

RESCHOOL is an equal-opportunity employer committed to building an equitable and inclusive organization with a diverse team.

### **The Opportunity**

RESCHOOL is a small, mission-driven organization, so ensuring fit and alignment with our team and work is essential for all employees. We are looking for someone to join us who brings their unique lived experiences and perspectives to our team and who resonates deeply with our [Mission, Vision, Values](#) and [Strategic Priorities](#).

RESCHOOL is in a stage of expansion that requires a smart, creative, detail-oriented operations and finance professional to grow with our team. We have solid structures and processes in place AND we see opportunities for improvements, in particular related to forecasting, planning, and organizing important operational and financial aspects of our growth and evolution. This presents an exciting opportunity for the new Director of Operations and Finance to directly influence and shape our organization's future direction and sustainability.

This position is a good fit for you if you thrive in a hybrid work environment, are comfortable adapting operations and finance practices with the evolution of the organization, and are excellent at managing your schedule and workload. We are typically in our Denver coworking office a couple of days per week and have 24/7 access to this space to meet or work at other times; however, much of our work is done remotely from home or other locations. Because of this hybrid schedule, it requires team members to be self-directed, to juggle multiple responsibilities, and to communicate and collaborate closely via phone, email, slack, and zoom.



## **Job Duties & Responsibilities**

### Human Resources

*A successful candidate is good with people and enjoys fostering and building an organizational culture that is caring, fair, transparent, reliable, and welcoming for all employees*

- Manage employee payroll and benefits, including being the main point of contact for benefits providers and Gusto
- Implement employee handbook policies and update, as needed.
- Manage employee transitions, personnel files, and concerns, in partnership with RESCHOOL's leadership and outside counsel as necessary.

### General Accounting & Finance

*A successful candidate thrives in detail-oriented settings and excels as a leader in creating, managing, and sustaining strong and reliable financial systems and processes*

- Manage the contracting and payment process with external partners, vendors, and clients
- Run bi-monthly payroll
- Collaborate with external bookkeeper to complete reconciliations and journal entries
- Manage RESCHOOL's credit card and bank accounts, including ensuring proper tracking and documentation for all revenue and expenses
- Partner with leadership to do financial forecasting, create and manage the budget
- Develop new processes for managing grants, tracking revenues and expenditures, and financial reporting that meets the needs of a growing nonprofit with diverse funding streams.
- Partner with leadership to submit financials for grant applications, reporting, business plans, and proposals to potential partners.
- Work with external partners to complete and submit RESCHOOL's annual audit, 990 and other reports required by the state of Colorado.
- Create financial reports and other operational items for the board and manage board members' information for RESCHOOL's records
- Ensure RESCHOOL remains in compliance with state and local payroll and other taxes

### Financial Distributions to Families, Youth, and Community-Based Organizations

*A successful candidate is accessible to the people we serve through these programs and strives to operate and create systems and structures to demonstrate our care and to ensure our funds are user-friendly, transparent, and trusted*

- Manage the distribution of funding to families via various mechanisms. Refine these processes over time in partnership with the team



- Document spending, and track and report on who has received funding using secure platforms (we currently use Salesforce and Quickbooks)
- Provide customer service, as needed, to ensure people can access and use their funds
- Collaborate with the team to manage the grants for community-based organizations and learning providers
- Process orders from customers ordering RESCHOOL products

#### Operations and Information Technology (IT)

*A successful candidate is responsive to the team, resourceful, and a good communicator*

- Coordinate IT services and purchases for the team, as needed
- Manage team subscriptions (e.g., software, news subscriptions)
- Purchase supplies, equipment, and meals for meetings, as needed
- Key point of contact at TARRA (co-working space), including paying monthly rent, reserving meeting rooms, picking up mail and packages, and meeting at the space with the team for other operational-related needs
- Coordinate with legal counsel and others related to trademark, personnel, and programming questions

#### **Required Qualifications**

- Minimum 5 years of professional experience with a demonstrated track record of managing organizational and/or business finances and operations
- Proficiency with Quickbooks, Salesforce (or other CRMs), Google Drive, and Gusto (or other benefit management platforms)
- Strong project management and financial management skills with the ability to lead and generate high-quality work in an entrepreneurial and deadline-oriented environment
- An excellent communicator with the team and with external partners and stakeholders
- Experience using discretion and being trusted with confidential information

#### **Desired Qualifications**

- Multilingual proficiency (in Spanish and English, specifically)
  - Our office language is English and we work in many spaces where Spanish is the predominant language.
- Bachelor's degree in Finance, Business, Nonprofit Management, or equivalent certification(s)
- Experience working in nonprofit organizations