



POSITION:

Director of Finance and Operations

ABOUT THE ORGANIZATION:

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented in college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools and community organizations, we have grown to serve roughly 9,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4.3 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to double the number of students served over the next three years, and we are focused on significantly increasing revenues and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at 5 times the national average for students from low-income backgrounds.

ABOUT THE POSITION:

The Director, Finance and Operations will help develop the organization's infrastructure in order to deliver against our mission, maintain our organizational health, execute plans that bring Let's Get Ready services to students, and maintain our cost effectiveness. As a member of the extended leadership team, the Director will report to the CEO and serve as a partner to a range of internal and external stakeholders, including senior leadership staff, Board committees, staff members, and vendors. The Director will supervise the Manager of Finance and Operations.

Specific responsibilities include, but are not limited to:

Finance and Audit

- Work with senior leadership team to develop annual budgets integrating both revenue projections and operational delivery costs, and keeping the organization on track to deliver its strategic plan.
- Monitor those budgets monthly, quarterly and as needed to ensure that expenses track with budget, and the corrective action is taken where needed to deliver against commitments.
- Supervise and develop the skills of the Manager of Finance and Operations, who

performs the following duties:

- Maintain the general ledger, cash flow, and investment balances.
- Manage accounts receivable and accounts payable to ensure that our suppliers to paid correctly, and that earned income is collected.
- Manage expenses including classification, data entry, credit card reconciliation, and the policies that ensure proper management of these costs.
- Prepare financial statements, close monthly and annual books, work closely with external auditor in preparation of audited financial statements, and complete the annual IRS Form 990.
- Work with external vendors to manage and reconcile payroll, and complete all necessary payroll forms for tax and reporting purposes.
- Maintain proper accounting procedures and compliance with all state and federal regulations, laws and requirements.

Data Analysis, Modeling and Reporting

- Prepare financial models that explain the organization's cost structure and how it could be applied to support development requests.
- Prepare grant budgets and reports that support development efforts to drive revenue.
- Coordinate and manage financial data collection, clean up, analysis, and reporting necessary to understand operations, communicate outcomes and progress to stakeholders, and track productivity of Let's Get Ready.

Risk Management

- Maintain focus on areas of operational risk, developing and reviewing mitigation plans with senior leadership.
- Audit, enhance and codify current processes and standards re: stakeholder consent and data-sharing, site safety policies, and background check system.
- Ensure that leadership is focused and prepared to address information, financial, and employee risks should they occur.

Office Operation and Technology

- Working with the Manager of Finance and Operations, supervise general office operations including facility management, supplies, equipment, and insurance for two offices and remote employees, and manage information technology systems, contracts, service, maintenance and issue resolution.
- Manage contracts processes with program partners and vendors. Supervise Manager of Finance and Operations in billing and collections.

Human Resource Management

- Manage the human resource function, working closely with our PEO partner to manage the onboarding and exit of new associates, personnel policies, personnel files, employee benefits.
- Lead the onboarding process for full-time and student employees (several hundred each year) across 8 states, including review and maintenance of the employee manual.
- Research, enroll, and administer employee benefits (e.g., healthcare, insurance, unemployment, worker' compensation), policies and procedures, and ensure that changes to these documents are communicated to associates.
- Manage and implement bi-annual staff survey.
- Coordinate the performance management process that measures and evaluates progress against goals and key metrics for the organization.
- Manage posting of new positions on internal and external sites.

Organizational Leadership

- Participate in the extended leadership team, facilitating the strategic planning process for that team and ensuring that Let's Get Ready stays on its plan for future growth and development.
- Serve as liaison to the Finance Committee and Audit Committee of the Board of Directors, coordinating all committee meetings, preparing materials for review and discussion, manage action steps and execution at the direction of the committees and CEO.
- Participate in special projects to ensure the effective and efficient operation of the organization.
- With the leadership team, build and maintain a culture that upholds Let's Get Ready's core values.
- Manage internal communication to ensure it is timely, accurate, and addresses key organization and staff issues. Plan monthly all staff meetings and annual staff retreat.

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for and commitment to Let's Get Ready's mission.
- Belief that a diverse and inclusive environment will produce the most impact for our students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints.
- A minimum of 6 years of finance control, project management, operations, and data analysis experience, preferably in a non-profit environment.
- Ability to leverage technology to engage internal stakeholders.
- A proven track record of working closely with executive leadership, Board members and key stakeholders. Experience building diverse teams, and the ability to work independently or collaboratively to maximize output and camaraderie.
- A track record of strategic innovation with an ability to generate new ideas and implement solutions to complex problems, while simultaneously assessing and optimizing existing programs.
- Ability to meet objectives and execute with a "do what it takes" attitude.
- Excellent organization skills, with experience working in a data- and process-driven organization, and a customer service orientation to serve multiple constituencies, include remote employees.
- Bachelor's degree required.

LOCATION:

New York, New York

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover to letter to careers@letsgetready.org and include your preferred gender pronoun.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.