



Director of Operations and Finance

Organization

Wallin Education Partners is a highly effective college completion program with an unwavering commitment to scholar success. Our mission is to enable college and career success for high-potential students with financial need through financial aid, comprehensive advising support, and collaboration with our education, business, and philanthropic partners. Founded in 1992, Wallin Education Partners has invested over \$46 Million in aid to ensure college graduation for over 4500 lower income students.

Position Description

Reporting to the Executive Director and serving as a member of the senior management team, the Director of Operations and Finance will lead two essential functions requiring strategic thinking and strong execution skills. Directing a small team of experienced professionals and working closely with the Director of Development and Director of Scholar Programs, this is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem solving and change management to join a growing, mission-driven organization.

Essential Job Functions

Operations Management

- Ensures the effectiveness of the scholar selection process in alignment with best practices, organizational policies, and academic research
- Develops and maintains strong relationships with high school partners and college access/nonprofit partners to ensure recruitment from a diverse pool of applicants
- Ensures integrity and utility of student data and reporting systems and helps the organization use data to inform institutional research, program evaluation and strategic planning
- Manages special projects related to program expansion to additional high schools and communities
- Oversees management of office technology infrastructure including multiple databases and technology support
- Manages operations and accounting staff and external consultants as required

Financial Leadership

- Oversee and ensure the integrity of all financial accounting systems and functions.
- Provides monthly financial statements and regular financial management information as needed
- Provides leadership for financial management of donor commitments including pledge agreements and financial reports
- Develops short and long term financial plans and projections
- Manages college partner relationships including financial aid payments to ensure last dollar policy
- Directs the annual budgeting process and coordinates the annual audit

- Ensures compliance with federal and state nonprofit tax laws and charitable gifts laws
- Develops and implements strong internal control policies
- Provides staff support to the Finance and Audit Committees of the Board

Qualifications

- Bachelor's degree in accounting, finance or related field and minimum of 10 years of progressive experience preferably in a nonprofit business environment
- Ability to understand and navigate multiple higher education systems, understand financial aid and its impact on overall cost of attendance
- High energy, self-motivated, collaborative team player
- Ability to be flexible and thrive in an innovative, fast paced work environment
- Excellent written and verbal communication skills
- Attention to detail and strong time management skills

To apply: Please email a cover letter and resume to grace.dahl@wallinfoundation.org.