

## KANSAS CITY SCHOLARS POSITION DESCRIPTION

### ***DIRECTOR OF FINANCE AND BUSINESS OPERATIONS***

#### **ABOUT KC SCHOLARS**

Kansas City Scholars (KC Scholars; [www.kcscholars.org](http://www.kcscholars.org)) is a 501(c)(3) college scholarship, college planning and persistence support, and college success program designed to increase the college completion rate for low- and modest- income students and adult learners across the six-county, bi-state service region.

KC Scholars launched in September 2016 and, in less than three years, has experienced widespread community engagement and rapid scaling. We now have over 3,000 Scholars. Near 500 were in college in 2018-19 and near 1,200 will be in college in 2019-20. KC Scholars is on the path to near 10,000 Scholars by 2022 and is projected to grow to near 20,000 by 2027.

The goals of KC Scholars are to:

- 1) Increase postsecondary educational attainment in the greater Kansas City area;
- 2) Increase economic independence for individuals in the program;
- 3) Connect Scholars to career preparation opportunities in the region and to the regional workforce pipeline so they are encouraged to live, work, and contribute here; and
- 4) Achieve a 75% degree or credit-bearing credential completion rate.

The program began as and remains a “community asset”. Program planning included participation by 70+ community stakeholders, lessons learned and best practices from regional and national scholarship programs, and empirical research about which supports increase likelihood of college enrollment and completion, particularly for populations historically underrepresented in higher education.

KC Scholars is governed by a community-based Board of Directors. The Ewing Marion Kauffman Foundation is the lead funder, with community funds also raised to increase the number of awards made annually.

In its first three years, KC Scholars has experienced rapid growth, achieved a high level of community engagement and exceeded goals for number of scholarships awarded and college enrollment and persistence rates. Early impact rates are significantly higher than for the region, state, and nation.

*Due to this growth and the emerging opportunities that come with it, KC Scholars is excited to announce a strategic organizational restructure that allows us to thrive now, continue our strong Scholar-centric approach, and meet our future with confidence and preparation.* The restructure includes two new management-level positions, including a **Director of Finance and Business Operations**.

#### **ABOUT THE POSITION**

The Director of Finance and Business Operations will provide strategic leadership related to the overall fiscal health of KC Scholars, an organization with a multi-year budget of more than \$140 million. The Director will serve in a key role in a program with

complex scholarship payments, scholarship refunds, and multi-year budget projections and with service agreements with multiple vendors and service providers.

The Director will also facilitate the collaborative relationship between KC Scholars and its current external accounting and finance vendor, facilitating the strategic transitioning of appropriate functions to be managed internally.

### **PRIMARY RESPONSIBILITIES**

The Director of Finance and Business Operations will have proven experience as a finance administrator within a complex organization.

Responsibilities include, but are not limited to:

- Serve as an active member of the Management Team, contributing to strategic thinking and action by the organization.
- Ability to not only develop strategy but be able to demonstrate previous experience and ability to produce measurable results – driving desired impact.
- Review and update financial policies and procedures, ensuring accuracy and clarity.
- Oversee financial accounting areas, ensuring that controls and systems are in place, funds are expended appropriately and prudently in accordance with policies and procedures, and we receive flawless audits.
- In tandem with the CEO and current finance and accounting consultant, determine functions to transition in-house, a transition timeline, and create clarity around internal and finance and accounting consultant roles and responsibilities. Serve as the point of contact between the organization and the consultant.
- Progressively assume leadership for processes related to preparation and ongoing monitoring of projected FY budgets, financial statements, board materials, and fundraising revenues.
- Review and analyze monthly financial statements and future commitments to provide budget-to-actual variance analysis and trend analysis to inform future forecasts.
- Assist in preparing reports, interpreting large amounts of data, and presenting information to demonstrate financial health of the organization in a clear and concise manner.
- Manage organizational expenditures (approval, coding, credit card requisitions, bidding, oversight of purchases).
- Provide accounting oversight: A/R and bank accounts and banking relationships.
- Manage the invoicing process.
- Manage bi-annual scholarship reports and payments and refunds processes with 17 colleges/universities, in tandem with the Director of Programs and the external finance and accounting consultant.
- Examine and suggest refinements to donor tracking and the database of donor payments, commitments, and restrictions.
- Manage contracts/agreements and relationships with vendors and collaborators, including implementation of a process to evaluate their productivity and effectiveness.
- Track and file required organizational paperwork and certifications, in tandem with external finance and accounting consultant.

- Manage annual audit and tax processes, in tandem with the external finance and accounting consultant.
- Manage equipment inventory, replacement schedule, cost projections, and ordering, in tandem with IT staff.
- Provide guidance on IRS regulations concerning non-profit organizations.
- Assess effectiveness of processes on a continuing basis and make and/or suggest calibration to: 1) keep pace with program scaling, 2) prepare for future growth opportunities, and 3) ensure that organizational activities can be linked to demonstrable results and the program goal of 75% college completion and within budget.
- Identify and communicate process improvement efforts, when appropriate.
- Research, synthesize, analyze, and present information as requested.
- Attend meetings and events as appropriate.
- Other related activities and duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Bachelor of Science degree in accounting, business management, finance, or related degree. CPA license or other financial credentials and previous public accounting experience strongly preferred.
- A professional track record of 5+ years in financial analysis or in compliance within a finance department or related position.
- Excellent skills in math and technology including: Microsoft Office, Outlook, Excel, and Power Point, pivot tables, macros, database skills, and data entry.
- Solid knowledge of analysis, forecasting, financial modeling, and budgeting, with the ability to assimilate new information and processes quickly.
- Experience using judgement, data, and previous trends to forecast the future.
- Ability to collect, analyze, summarize, and communicate (verbal and written) data in such a way that supports conclusions.
- Exceptional organizational and detail skills including ability to meet or exceed deadlines. Strong desire and ability to “do things right the first time.”
- Superior collaboration and communication skills – ability to ask questions to gain content and understand current practice and processes, active listening and learning skills, ability to translate information for audiences with limited financial background, ability to work with an external consultant to transition appropriate functions/processes in-house and create necessary checks and balances.
- High ability and motivation to work independently with minimal direction, while also working collaboratively.
- Ability to change focus and shift priorities while maintaining accuracy and productivity.
- Ability to be proactive, thoughtful, and consider the bigger picture.
- Exceptional judgment that augments an ability to be solutions-oriented and then act appropriately to solve problems.
- Experience working in a fast-paced, goal-oriented, start-up environment.
- Experience effectively managing staff and creating a productive team.

## **PERSONAL CHARACTERISTICS**

- Commitment to and complete belief in the mission of KC Scholars.

- Quick learner with the ability to develop a solid understanding of the content, processes, deliverables and overall objectives.
- Personal values system that encompasses the highest standards of honesty, confidentiality, integrity, loyalty, and professional ethics.
- Desire for feedback and ability to use it to drive quality.
- Strong organizational skills, attention to detail, and ability to multi-task and meet multiple deadlines.
- Possess the interpersonal skills to establish and maintain professional positive working relationships with staff, affiliates, auditors, vendors, and business partners.
- Distinctive problem solving and analytical skills, combined with solid judgement and decision-making abilities.
- Keen sense of responsibility, high level of poise, ability to think independently, ability to maintain confidentiality, and a customer service orientation.
- Tactful and diplomatic with good listening skills and an approachable personality.
- Ability to be self-directed, take initiative, anticipate demands, and problem solve.
- Ability to hold oneself and others accountable for enacting and following processes to ensure that work is accurate, complete, and “completed correctly the first time.”
- Ability to maintain a calm and competent demeanor in uncomfortable and demanding situations.
- Excellent verbal and written communication skills.

### **COMPENSATION**

A competitive non-profit compensation package as defined by the nonprofit agency’s compensation guidelines, including base salary and benefits will correspond to the experience level, credentials, and personal characteristics of the candidate.

### **TRAVEL**

Occasional regional travel.

### **NON-DISCRIMINATION**

Kansas City Scholars firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

### **REPORTING**

Reports to the President and CEO and is on the Management Team with the CEO, Director of Programs, Director of Finance and Business Operations, and Director of Alumni and Workforce Engagement.

### **TO APPLY**

To apply for the Director of Finance and Business Operations position, submit the following items to [kcollins@kcscholars.org](mailto:kcollins@kcscholars.org)

- Cover letter summarizing your experiences and skills that align with the scope of this position
- Resume
- Names and contact information for three professional references

The position will remain open until filled, with a July or August start date anticipated.

All the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.