



ORGANIZATION: EdFuel

ROLE: Vice President, Finance and Operations

LOCATION: Flexible, Remote

TRAVEL EXPECTATIONS: ~20%

SALARY: \$165,000

ABOUT EDFUEL

EdFuel is a national talent management non-profit. Our mission is to support schools, districts, networks, and nonprofits in recruiting and retaining a diverse and highly qualified staff by building equitable and inclusive talent systems. We believe that these systems create the conditions necessary for staff and, therefore, students to thrive. We do this by supporting organizations to implement talent systems, including, but not limited to: competency mapping, recruitment, hiring, onboarding, professional development, performance evaluation, and compensation and benefits.

EdFuel is a growing nonprofit with a nimble, collaborative team. We pride ourselves on our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges. As an employee at EdFuel, you can expect flexibility, a high level of ownership and autonomy in your work, a team-wide commitment to sustainability, and the opportunity to work with smart, values-driven people in an environment where everyone seeks to make each other better. EdFuel is headquartered in Washington, DC, and has remote staff across the country.

To learn more about EdFuel, visit: <https://www.edfuel.org/>.

ABOUT THE VICE PRESIDENT, FINANCE AND OPERATIONS ROLE

Vice Presidents at EdFuel are mission-driven, visionary leaders dedicated to supporting schools, districts, and education nonprofits nationwide in addressing their talent needs. They plan strategically for EdFuel's future while actively executing the work to bring those plans to life. Above all, Vice Presidents are people-oriented, building authentic relationships with colleagues and senior stakeholders while consistently applying a DEI and anti-racist lens to all aspects of their work. Each Vice President is expected to lead by integrating three core principles into their work: high standards with accountability, a growth-oriented and learning mindset, and a service-driven, solutions-focused approach to supporting internal and external stakeholders.

The Vice President, Finance and Operations, is a key member of EdFuel's Leadership Team, responsible for driving the organization's financial health, operational excellence, and long-term sustainability in alignment with EdFuel's strategic priorities for the next four years, which includes the implementation of a U.S. Department of Education Charter Schools Program (CSP) Model Development and Dissemination grant. This leader provides both strategic and hands-on oversight of finance, operations, and human resources, ensuring strong systems, transparent reporting, and efficient processes that enable EdFuel's mission and diversity, equity, inclusion, and antiracism (DEIA) commitments to thrive. The Vice President will work closely with the broader leadership

team and the Board to budget, forecast, ensure ongoing compliance, and support organizational planning, while cultivating a culture of accountability, equity, and continuous improvement across all operational functions.

RESPONSIBILITIES

Specific responsibilities may vary and will be dependent on EdFuel's needs at the time. The role of the Vice President, Finance and Operations, includes:

- Lead the finance and operations functions, in line with EdFuel's strategic priorities, including:
 - Develop and maintain financial policies, procedures, and internal controls to ensure accurate and transparent financial reporting.
 - Prepare and manage the organization's annual budget, monitor financial performance, and provide regular reports to the broader leadership team and board of directors.
 - Conduct financial analysis to identify trends, risks, and opportunities for improvement.
 - Manage cash flow, accounts payable and receivable, and ensure timely and accurate financial transactions.
 - Collaborate with the CEO to align our business development strategy with our internal practices and revenue goals.
- Oversee the day-to-day administrative and operational functions of the organization, ensuring efficient processes and compliance with relevant regulations, including:
 - Manage vendor relationships and negotiate contracts to optimize services and reduce costs.
 - Develop and implement systems and tools to streamline the organization's operations and enhance productivity.
 - Ensure compliance with all legal, regulatory, and reporting requirements, including tax filings and annual audits.
 - Stay up-to-date with changes in nonprofit finance regulations, HR laws, and best practices, and provide guidance and training to staff and volunteers as needed.
- As a member of the Leadership Team, contribute to organization-wide strategy and initiatives at both the macro and micro levels.
- Actively lead and advocate for EdFuel's philosophy, mission, values, culture, and DEIA goals throughout the organization.
- Participate in organizational sustainability and functional strategy meetings to identify organizational challenges and risks and facilitate the development of solutions and mitigation strategies.
- Support with the design and implementation of recruitment, hiring, and onboarding processes for all positions.

- Facilitate all bi-monthly Board of Directors finance committee meetings and engage with the broader Board of Directors quarterly by providing finance and operations updates at meetings.

Success in this role will look like:

- Successful annual planning and goal setting with other EdFuel leaders around how to align the organization's growth strategy and talent priorities with the financial and operational (including HR) needs.
- Successfully leading key finance and operations functions and priorities in line with EdFuel's strategic priorities.
- Successful and timely management of the budget and any reforecasting, engaging stakeholders in line with organizational priorities and values.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Bachelor's degree, with at least 10 years of progressive experience with finance (e.g., accounts payable, accounts receivable, data management).
- Previously led or been instrumental in overseeing operational functions, such as HR, IT, data management, etc.
- Proven ability to identify and mitigate risks.
- Ability to lead cross-functionally and make decisions considering cascading organizational impact.
- Strong organizational planning, prioritization, and execution abilities, including extensive experience leading and managing multiple complex projects at a time.
- Dedication to accuracy and attention to detail.
- Proven ability to take initiative, navigate ambiguity, and work in a fast-paced environment, and work in a remote environment in the midst of ongoing, responsive change.
- Experience implementing practices that foster diversity, equity, inclusion, and antiracism.
- Ability to influence senior-level leaders in a variety of roles, across functions.
- Eagerly solicits and implements feedback for continuous improvement.
- Excellent oral and written communication skills, with a strong attention to detail.
- Passion for education reform and equity for all students and families.
- Willingness to travel (depending on the season and projects, the role may include up to 20% travel).

OUR HIRING PROCESS

Our hiring process consists of the following steps:

1. Application Submission
2. Spark Hire One-Way Video Interview & Work Renewed Phone Follow-Up
3. EdFuel Team Interview
4. Performance Task
5. Interview with the EdFuel Board of Directors

6. Final Interview with the EdFuel Leadership Team
7. Reference Checks

COMPENSATION AND BENEFITS

The starting salary for this position is \$165,000. In alignment with EdFuel's core values, salaries are non-negotiable for new and current employees to counter pay inequality and uphold internal parity.

In addition, a comprehensive benefits package is included, which includes:

- Paid Federal and four additional EdFuel holidays.
- Medical, dental, and vision coverage.
- Unlimited vacation days and 15 days of sick leave.
- 401(k) plan eligibility, subject to plan terms.
- Eligibility for EdFuel-paid benefits such as parental leave, short-term disability, accidental death & dismemberment insurance, and life insurance.
- In addition to your base salary, you are eligible for an annual performance bonus up to 10% of your base salary for the calendar year, based on mutually agreed performance objectives.

TO APPLY

To apply for this position, please submit an online application to **Work Renewed** [here](#). Please note that a submitted form is required to be considered for this position. We will continue to accept applications on a rolling basis until the position is filled.

In the application form, you will be asked to submit your resume. If your resume aligns with the expectations of the role, you will be asked to submit a Spark Hire one-way video interview responding to the following prompts:

1. Please share your name, pronouns, and introduce yourself in any way you see fit.
2. Why are you interested in EdFuel? How does the Vice President, Finance and Operations role align with your career goals?
3. Describe your current team. What is the size, budget, and current priorities? Describe your current progress towards these goals.
4. Describe your experience overseeing human resources and people operations functions, including talent development, employee engagement, and managing a high-performing team.
5. EdFuel integrates philanthropic and earned-income strategies. Can you share an example of how you unified multiple revenue streams under a shared strategic approach or system? What outcomes or lessons came from that experience?

If you have any questions, contact the Work Renewed team at hello@workrenewed.com.

COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

EdFuel believes that diversity makes us stronger and challenges us to think differently every day.

EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.