

Institute for Higher Education Policy
Chief Financial and Administrative Officer

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students, with a special focus on underserved student populations. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY:

Reporting to the President, the Chief Financial and Administrative Officer (CFAO) oversees IHEP's fiscal operations, risk management, information technology, human resources, and manages organizational assets. The CFAO leads a small team and works closely with the President. S/he has primary responsibility for fiscal operations, which includes managing the annual budget of approximately \$4-6 million with at least a dozen segregated, grant-funded, project accounts at any one time. The CFAO also ensures compliance with federal, state, and local laws and regulations. S/he is responsible for the integrity of the organization's accounting system that leads to positive audits. A key responsibility involves oversight for complex grants and contracts – ensuring that financial management and reporting are within grantor and federal regulations and guidelines. Primary responsibilities include, but are not limited to:

Organizational Leadership

- Participate as a member of the senior leadership and in the organization's strategic planning and fundraising efforts.
- Implement and enforce policies and procedures of the organization.
- Enhance or develop – as needed – new systems that will improve the overall operation and effectiveness of the organization.

Budgeting and Financial Management

- Develop and implement the annual budget and budgeting process, including a meaningful process for executive and senior leadership to have input in the creation of budgets.
- Create, provide timely and accurate analysis of, and approve all project and organizational budgets, financial reports and trend data to assist the President, the Board, and other senior leaders in performing their responsibilities.
- Develop tools and processes to manage the budget effectively.
- Develop and manage financial projections and provide support in considering and developing new revenue streams.
- Manage the payroll/timecard system and process to ensure that all payroll responsibilities are completed in a timely manner and according to requirements.
- Oversee the operation, maintenance, and procedures of the organization's financial systems, including implementing new software, maintaining databases, training employees, and

ensuring that consistent practices are used throughout the organization to maintain the integrity of the system and procedures.

- Manage banking and investment strategies.

Compliance and Risk Management

- Manage the audit process, including timelines; schedule preparations; managing financial, analytical, and compliance issues; and finalizing the annual audit process.
- Prepare federal and district tax filings, including IRS form 990.
- Review all vendor/consulting contracts and agreements to ensure minimal liability, positive funding sources, and delivery on other obligations.
- Ensure compliance with all laws and regulations by managing relationship with outside counsel.

Human Resources, Information Technology, Office Operations, and General Management

- Oversee the information technology, human resources, and facilities management functions within the organization.
- Oversee contractor to manage human resources functions and policies, including annual benefits review, benefits enrollment and termination, personnel policies, employee relations, performance management, recruitment, hiring, and onboarding.
- Oversee building relations and office space.
- Assess information technology (IT) needs and direct and manage IT contractor(s) to implement plans and policies that advance those needs.

QUALIFICATION and EXPERIENCE:

The ideal candidate will possess personal qualities of integrity, credibility, and commitment to IHEP's mission. S/he will be skilled in organizational development, personnel management, budget and resource development, and strategic planning. S/he will be flexible and able to multitask and serve as an integral member of the IHEP team. An equivalent combination of education, training, and experience will be considered, including:

- A bachelor's degree is required, a master's degree in a business-related field is strongly preferred.
- A minimum of eight years' work experience in financial administration.
- At least five years' experiencing serving as a CFO, or equivalent experience with increasing levels of responsibility in accounting, managing complex grants and contracts, and working with foundation donors in a nonprofit organization.
- Experience working in Great Plains, Concur, or other accounting and payable software required.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Experience in overseeing key operational areas such as IT, human resources, etc.

PROFESSIONAL SKILLS:

- Must demonstrate ability to work independently and manage multiple projects as well as strong interpersonal skills to work effectively in a team environment.
- Excellent verbal, interpersonal, and written communication skills.
- Strong attention to detail and ability to follow through and push projects to completion.
- Success leading/championing projects with the ability to remain flexible and adaptable to changing priorities.
- Strong analytical, critical and strategic thinking, problem-solving, and decision-making skills.

HOW TO APPLY:

Salary is competitive and commensurate with experience. IHEP offers a comprehensive benefits package. Interested candidates should submit a cover letter and resume and apply [here](#).