



Discovery Learning Alliance/Kevin Amunze



## POSITION OVERVIEW

# Director Finance & Administration



## OVERVIEW

**Impact(Ed) International** is a non-profit organization whose mission is to improve education and life skills so that young people have the hope, agency, and opportunities to thrive. We embrace a proven, research-based, locally driven, and highly collaborative approach to improve student learning outcomes and life opportunities through teacher training, accelerated learning programs, educational media, community mobilization, and mentor and peer support. See [www.impact\(ed\).org](http://www.impact(ed).org) for more information.

**Position: Director, Finance & Administration** will be responsible for all finance, accounting and reporting activities, as well as procurement, contracting, grants management, and human resources. This position reports to the co-CEOs.

**Location:** This position is fully remote (with preference for candidates located in the Washington, DC area).



## THE OPPORTUNITY

**Impact(Ed) International**, is seeking an entrepreneurial, strategic, and mission-driven **Director of Finance & Administration** either as a full-time employee or a contractor/fractional employee. This is an exciting opportunity for a passionate finance and administration leader to join an organization facing major transitions as revenue streams and the international development market are rapidly evolving. This person will work closely with the co-CEOs, the Board of Directors, and the rest of the team, including country teams to map the financial future of the organization and to continue to provide top-quality reporting and information to donors and other stakeholders.

The small, nimble nature of the organization provides significant opportunity for entrepreneurial and creative approaches to advance the organization. The individual will have direct access to all levels of leadership and will serve as a true partner in the development and implementation of the organizational strategy moving forward at a pivotal time.

Formerly known as Discovery Learning Alliance, Impact(Ed) partners with school communities and local governments to improve students' learning outcomes and skills for the future. Through intensive teacher training, community mobilization, sustainable technology, dynamic learning resources and girls' and boys' clubs, Impact(Ed) has brought learning to life for more than 2 million students across 16 countries. Its rich library of educational videos, created with local educators, covers topics from malaria to mathematics to Mars. Impact(Ed) also develops and distributes popular media including feature films, talk shows and animated series, to help create an environment where students and communities thrive. Its mass media projects — broadcast to over 800 million people — have changed attitudes, knowledge and behaviors to advance girls' education, public health, and women's empowerment.





## RESPONSIBILITIES

### Finance:

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards to include GAAP and all other regulatory and donor requirements.
- Maintain appropriate internal controls and safeguard all assets.
- Coordinate all audit activity including preparation of final financial statements and all support schedules.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; develop and clearly communicate quarterly and annual financial statements; monitor progress and changes and keep the co-CEOs abreast of Impact(Ed) International's financial status.
- Provide hands-on leadership in the budgeting and planning processes; administer all financial plans and compare to actual results.
- Support the co-CEOs in engaging the board's audit and finance committee around issues and trends in financial operating models and delivery.
- Manage organizational cash flow.
- Manage and track the performance of invested assets in keeping with investment policies and guidelines and act as liaison with investment broker.
- Maintain integrity of accounting systems.
- In collaboration with the co-CEOs, develop and update the organization's unrestricted budget.
- Calculate, project, and monitor organization's G&A rate.
- Oversee organization's foreign exchange hedging contracts with banking institutions.
- Complete and file organization's annual Form 990 tax return.

### Administrative:

- Manage all insurance renewals and act as the Impact(Ed) representative with the insurance brokers.
- Ensure and protect our status as a non-profit organization in the US and registration activities in other countries.
- File organization's annual Maryland PPR and Charitable Organization registrations.
- Maintain organization's online registrations with Sam.gov; GuideStar, and Charity Navigator. Ensure superior rating on such online sites.



## RESPONSIBILITIES (CONTINUED)

### Grants Management:

- Support programmatic staff in all finance issues on all donor grants and contracts, including government and private foundation grants and contracts.
- Work with program and finance teams to develop cost proposals.
- Oversee all financial, project/program accounting, and grants accounting; budget development and analysis; grant/contract compliance.
- Oversee all subcontractor agreements, reporting mechanisms, and compliance.
- Prepare financial reports for government, foundation, corporate funders.

### Human Resources:

- Maintain up-to-date employee files.
- Ensure payments to employee health savings accounts, and 401K are accurate and processed on-time.
- Complete quarterly 941 reconciliations and annual 5500 and 8955-SSA IRS filings.

### Contracts/Legal:

- Assist in the development of donor agreements. Ensure all finance-related donor deliverables are completed on-time and in accordance with the grant agreement.
- Maintain and oversee agreements with organization's country offices.
- Oversee the development of subcontractor agreements and budgets.
- Maintain registration and oversee filings of Special Purpose Vehicles (SPVs) for media projects.
- Ensure patent applications are properly filed and follow-up with external, pro-bono legal team as needed.
- Develop and maintain all vendor contracts.

### Other:

- Ensure all organization-wide policies are up-to-date and conduct trainings on policies as needed.
- Develop and implement training programs to maximize and reach optimal individual and organizational goals, including building capacity of local partners.
- Maintain and strengthen internal coordination around finance, HR, IT and legal and contractual activities across a small, global team.
- Create and promote a positive and collaborative work environment as part of the Senior Management Team.



## THE CANDIDATE

This is an extraordinary opportunity for a mature leader with at least 10 years of accounting and finance experience, including supervision of finance staff. Experience in nonprofit accounting and audit, as well as compiling, evaluating, reporting financial information to executive teams and external stakeholders is required. The ideal candidate will have experience in an international nonprofit that has multiple programs.

### **Other qualifications include:**

- Personal qualities of integrity, confidentiality, good judgment, strategic thinking and commitment to Impact(Ed) International's mission.
- Strong interpersonal and communication skills especially cross-cultural skills; experience in effectively communicating key data to senior management, board members or other stakeholders.
- Solid experience coordinating audit activities and managing reporting.
- Demonstrated skills in budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- A track record in grants management, including compliance and reporting on government (US/UK), corporate and foundation grants is essential.
- Experience using and managing multi-user accounting software products similar to Solomon or MAS 90 (Abila MIP experience preferred); as well as managing software vendor and support relationships.
- Solid Microsoft Office skills including exceptional Excel skills.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Minimum of a BA; CPA, CMA, and/or MBA preferred.



To learn more or to submit resume, please contact Courtney Bickert at [Bickert@driwaterstonehc.com](mailto:Bickert@driwaterstonehc.com)

**Compensation:**

The salary range for the role is \$115,000-\$125,000.

**Employment Type:**

Full-time. Contract or fractional engagement is an option.

**Location:**

Remote anywhere (US preferred).

**Application Deadline: September 20, 2024**

**Equal-opportunity Employer:**

Impact(Ed) International is an equal opportunity, affirmative action, and Diversity, Equity, Inclusion, and Accessibility-committed employer. We are proud to have a diverse, global workforce where employment decisions are based on qualifications, experience, position requirements, business needs, market conditions, merit, and other legitimate nondiscriminatory factors.

**About DRiWaterstone**

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.