



Director of Operations & Finance

The Squash and Education Alliance seeks a Director of Operations and Finance to oversee the organization's operations, finances, and human resource functions. This is an exciting opportunity for a highly organized and productive professional with nonprofit financial acumen and operations experience and know-how for evaluating and implementing systems and strengthening organizational operations. The Director of Operations and Finance, who will report to the Executive Director, will play a critical role in enabling SEA to achieve its programmatic goals and help make SEA a great place to work. Responsibilities include:

Operations, Compliance & Risk Management

- Strengthen SEA's operational infrastructure, implementing systems and processes to support scalable internal operations and excellent program delivery
- Oversee SEA's internal IT and computer policies, security, resources, software, connectivity, and support in-house or through an IT support vendor
- Build and sustain a network-wide student participant database for internal use and the use of member organizations, all within Salesforce
- Oversee insurance portfolio including D&O, E&O, property, liability, and cyber
- Review and participate in the negotiations of significant organizational contracts
- Ensure that SEA complies with all local, state, and federal government requirements
- Oversee the operations, organization, and design of the SEA office

Financial Operations & Strategy

- Oversee and manage relationship with outsourced bookkeeping firm to ensure accurate and timely accounts payable and smooth, accurate, and timely monthly close process
- Work with outsourced bookkeeping firm to build, analyze, and present meaningful financial reports; clearly communicate monthly, quarterly, and annual financial results to senior leadership staff and Board
- Establish annual budget planning cycle and forecasting to support multi-year operational plans
- Manage, in partnership with outsourced bookkeeper, all project/program and grant accounting and reporting
- Serve as liaison to the Finance, Audit, and Investment Committee of the Board, effectively communicating critical financial matters
- Direct and execute cash management and investment policies to responsibly steward resources
- Coordinate and lead the preparation and completion of the annual financial audit and filing of the 990 IRS return
- Serve as the primary point-person and liaison for SEA's financial partners, including investment managers, credit card, and bank

- Oversee financial matters of SEA International, a separate 501c3 which receives funds on behalf of SEA's international affiliate programs

Human Resources & Administrative Operations

- Organize, implement, and continuously strengthen HR processes, including on-boarding, off-boarding, employee relations, and benefits
- Oversee and manage the timely and accurate execution of payroll, 401K administration, health benefits, and time off tracking
- Create and implement effective people processes to hire seasonal/program-specific part-time contractors and hourly staff annually; including creating and managing strong onboarding processes, an accurate time tracking system, and ensuring compliance with any 1099 and W2 reporting requirement
- Participate in supporting SEA's DEI initiatives to advance equity and inclusion, including developing a roadmap with clear goals, benchmarks, and action plans
- Collaborate with leadership to proactively resolve all employee relations issues, including mediating and investigating complaints, grievances, and other human resources-related matters, as well as conducting exit interviews

Skills & Qualities

- Positive, can-do attitude, and exemplary work ethic
- Excellent organizational skills, detail-oriented, and ability to manage multiple projects
- Self-starter; proven track record in initiating and successfully leading projects
- Ability to oversee numerous projects concurrently
- Excellent interpersonal and writing skills
- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders
- Ability to navigate a fast-paced, outcomes-driven, and entrepreneurial environment
- Ability to translate financial concepts to -- and to effectively collaborate with -- programmatic and fundraising colleagues and board members who do not necessarily have finance backgrounds
- A strategic thinker with a rich understanding of how finances affect the needs and goals of a mission driven nonprofit organization
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors
- Passion for SEA's mission and belief in the principles and goals of SEA's strategic plan

Experience & Qualifications

- Bachelor's degree, ideally with a major or significant coursework in accounting, finance, or business
- Demonstrated strong financial planning and analysis skills, with knowledge of GAAP, nonprofit accounting standards, and revenue recognition standards
- 7+ years of demonstrated progressive management-level experience in financial or operations management, ideally in nonprofit, education, sport, or philanthropy
- Demonstrated experience working on a high-performing team

- Experience working with a cloud-based suite of finance, accounting, and human resources systems, including Quickbooks, Paychex, and Salesforce
- Familiarity with squash and the SEA network is not required, but a plus

Hours: SEA staff currently have the option to work remotely two days a week (Thursday and Friday). As a member of SEA's leadership team, the Senior Director of Finance, Operations & HR will be, as needed, expected to work outside of traditional work hours and a more regular presence in the office, including on select Thursdays and Fridays. The Director is also expected to attend SEA's two marquee weekend events, Individual Nationals (Massachusetts, June) and Team Nationals (Philadelphia, February).

Compensation: \$90,000-\$110,000. Benefits include 4 weeks of vacation annually, health insurance, and, after one month of full-time service, a 401K matching plan.

Start Date: As soon as possible

SEA is the umbrella organization of a network of 19 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges, and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni. Over the course of the year, SEA organizes dozens of tournaments, camps, and educational programs for students, and conferences for staff and board members. In the fall of 2021, SEA launched a five-year strategic plan, *Pathways to Excellence*, that aims to grow SEA's network-wide enrollment from 2,000 to 4,000 students, increase college graduation rates, double the number of SEA students who play college squash, and expand the network to five new U.S. cities.

To apply: Please send a resume and cover letter to search firm Masis Professional Group at lxaba@masisprofessional.com with "SEA Senior Director of Finance, Operations & HR" in the subject line.

SEA is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.