

Job Title: Director of Finance

Reports To: President

Location: 334 Blackwell St. Durham, NC 27701

FTE/Classification: Full-time, Exempt/Non-exempt

Primary Functions:

The Director of Finance plans, directs, and carries out policies related to all phases of school operations and financial strategy and management, both as defined herein. This individual is responsible for engaging with school management and personnel, the Board of Directors through the Board Finance Committee, and external service providers, on ongoing financial and operational matters, including but not limited to (a) financial management, budgeting, forecasting, and reporting; (b) banking and investment management relationships; (c) legal matters; (d) contracts; (e) insurance; (f) human resources; (g) facilities operations, planning, and management; and (h) other duties as assigned by the President.

Organization Summary:

Cristo Rey Research Triangle High School is an affordable Catholic high school open to all faiths located in Durham, North Carolina. Our mission is to deliver a career-focused college preparatory education for students with limited economic resources. We provide a unique educational experience by integrating rigorous academic curricula with four years of real-world work experience. In our third year of operation, we are growing from grades 9-11 and 210 students to serving 400 students in grades 9-12 and a robust graduate support program. While we currently have a \$4.5 million budget, we expect to have a projected \$8 million budget at full enrollment.

Cristo Rey Research Triangle High School is part of an expanding national Cristo Rey Network where each student works one day per week in an entry-level corporate job to develop professional skills while earning half the cost of their education. There are currently 39 Cristo Rey Network high schools across the country, with additional schools coming. Our schools serve over 12,000 students in grades 9-12 and have over 25,000 graduates. The Network goal is for 70% of graduates to achieve a college degree within six years of high school graduation.

Essential Duties and Responsibilities:

Financial Management, Budgeting, Forecasting and Reporting

Develop and maintain a financial management strategy that effectively results in sound management of the school's financial resources, depth of operating and capital reserves, and operational and capital liquidity. As the school grows, the activities of finance and accounting, office support, Corporate Work Study support, and facilities support will shift to new team members overseen by the Director of Finance.

Banking and Investment Management Relationships:

Develop and maintain effective relationships with banking and investment management organizations necessary to facilitate the maintenance of appropriate bank operating and deposit accounts, credit facilities, and other services, as deemed necessary. Oversee the management of the investment of Board designated funds available for specified or discretionary future use. Evaluate such relationships on a regular basis, as deemed necessary.

Legal Matters:

Develop and maintain applicable relationships with legal services providers necessary to support the school's operational and periodic legal needs. Participate in negotiating the terms of legal services as they are deemed necessary.

Contracts:

Facilitate the second level review of key contracts entered by Cristo Rey Research Triangle High School including but not limited to contracts related to CWSP sponsorship; benefits services; outside vendor services; and personnel contracts. Pursuant to the Legal Matters responsibilities noted above, engage legal counsel in connection with contract reviews as deemed necessary or instructed.

Insurance:

Develop and maintain applicable relationships with insurance brokerage providers necessary to support the risk management needs of the school. Participate in negotiating the terms of insurance policies and policy claims as they are deemed necessary. Direct the timely communication of the status of insurance coverages and claims to the Finance Committee of the Board of Directors.

Human Resources:

As the school grows, the activities of Human Resources will shift to new members of the team overseen by the Director of Finance, including recruitment & on-boarding and the management of benefits, compensation, policy, employee relations, performance, training & development, Occupational Safety & Health Administration (OSHA), legal compliance and administration.

Facilities Operations, Planning, and Management:

As the school grows, the activities of facilities will shift to new team members overseen by the Director of Finance, including daily operations of facilities and grounds, Information Technology, security, maintenance and cleaning, construction projects, space planning and usage, and facilities-related financial matters.

Other Duties as Assigned:

Reports to the President; serves as a member of the Leadership Team
Provides input to the President on operations, policies, budget, and other issues
Serves as a member of the Finance Committee of the Board of Directors

Experience Requirements:

Ten or more years of experience in the execution and or oversight of key operations activities, as described above, of an organization that comprises not less than 50 employees.

Sufficient financial management experience in an organization with an annual budget of no less than \$7.5 million substantively supports the ability to perform the duties described above.

Specific experience in:

Human resources matters, as noted above
Interaction with providers on legal matters
Securing and renewal of insurance policies
A practical understanding of the requirements for the effective management of operating facilities.
Evidence of effective interface with a board of directors or equivalent.
Evidence of effective participation on a management leadership team.
CPA or equivalent certification.
Prior Not-for-Profit Experience
Commitment and capacity to serve and connect personally with the mission of Cristo Rey Research Triangle serving families who meet the school's economic parameters.
Ability to contribute to shared goals and objectives as a leader and team member.
Energy and passion for a Cristo Rey model high school.
Experienced in the dynamics of Ignatian spirituality and Jesuit education, preferred.
Bilingual in Spanish and English, preferred.

Interested: Please send a resume and cover letter to Brendan Bedell, Chief Talent Officer, Cristo Rey Network at bbedell@crestoreynetwork.org