



**Position Title: Director of Finance + Operations**

**Preferred Start Date: January 3, 2022**

**Location: Chicago**

**Role Type: Hybrid In Person/ Remote**

To support our ambitious plans for student growth with a focus on social emotional learning, the Wood Family Foundation is looking to add a Founding Director of Finance + Operations to our team. As a member of the Executive Leadership Team, the Director of Finance + Operations will be primarily responsible for working closely with the Executive Director to build and maintain an internal infrastructure in support of the Pitch In middle school program at four schools in North Lawndale, Humboldt Park, and our expansion plans into Englewood for the school year 2022-2023.

### **How do you apply to join us?**

Submit a tailored cover letter and resume to [careers@woodfamilyfoundation.org](mailto:careers@woodfamilyfoundation.org). Please make sure to include the name of the role in the subject line. We will review applications on a rolling basis, and highly interested applicants are encouraged to apply by November 15, 2021. Applications submitted directly on LinkedIn or Indeed will not be considered.

### **About Wood Family Foundation-Pitch In!**

Despite the curveballs that life circumstances may throw, everyone deserves a chance to reach their full potential. The Wood Family Foundation facilitates collaborative relationships between school partners and families that provide support and opportunities to empower students to succeed in middle school, high school and beyond. The Wood Family Foundation's premiere program, Pitch In, is a middle school model that employs high-quality mentoring relationships and exposure to unique experiences to ensure that our 4th-9th grade students develop the academic and social-emotional skills, mindsets, and agency necessary to transition to high school successfully.

WFF is committed to creating an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective.

### **Why do we do this work?**

Many of our students in CPS encounter a stark transition to high school following their K-8 school experience, and we know many of them would otherwise succeed when given access to build their toolkit of the necessary knowledge, skills, and mindsets in a new and fast-paced high school environment. According to studies by the University of Chicago Consortium on School Research (UCCSR), ON TRACK students are more than 3.5x more likely to graduate from high school in four years than their off-track peers. Our work at Pitch In leverages this indicator as a more accurate predictor of high school graduation than students' previous achievement, test scores, or any additional differentiators.

### **How is the Wood Family Foundation - Pitch In a solution?**

Pitch In works in close collaboration with our school partners and respective communities to provide a tailored social-emotional experience, high-quality mentoring relationships, exposure to unique experiences, rigorous



academic support, and daily in-school adult champions in order to ensure our students transition to high school and complete their first year successfully. This school year, we will serve nearly 225 students in the 4th - 9th grades at four school sites in the North Lawndale and Humboldt Park communities. While we continue to support our current students to achieve strong academic outcomes, our small and talented team continues to work hard to build out and execute on a strategic plan that will allow us to serve even more students in the years to come.

### About this Role:

- ❖ Set the overall **vision and direction** for Finance + Operations work so that our Pitch In school-based social emotional learning and middle school program can thrive.
- ❖ **You develop, implement, and invest staff in systems and strategies** to ensure virtual and physical office work environments meet the needs and maximize efficiency and productivity of our staff. When applicable, provide exceptional customer service and leadership on-site to visitors, external partners, local vendors, and staff.

### Key Responsibilities

#### Operations (60%)

- ❖ Set the overall **vision and direction** for Finance + Operations work so that our Pitch In school-based social emotional learning and middle school program can thrive.
- ❖ You have a **proven track record of successful project management**, with increasing levels of complexity and interdependence. You also proactively identify opportunities and assess improvements to the staff experience and partner with the Executive Leadership Team to develop and implement innovative and lasting solutions.
- ❖ **You keep records and documentation** and prepare appropriate reports as well as plan and execute on logistics for key staff meetings and events (i.e. all-staff retreats), Board meetings, Executive Leadership team meetings, staff and/or mentor in person events.
- ❖ **You develop, implement, and invest staff in systems and strategies** to ensure virtual and physical office work environments meet the needs and maximize efficiency and productivity of our staff. When applicable, provide exceptional customer service and leadership on-site to visitors, external partners, local vendors, and staff.
- ❖ **Building relationships with staff and community stakeholders** in order to ensure our program systems remain operational and highly functional in order for the humans at WFF - Pitch In to thrive.
- ❖ You desire and are committed to **consistently and actively learning**, this serves as an exemplary model for Pitch In staff and especially the program team.

#### Finance (20%)

- ❖ **You manage financial processes** (i.e. QuickBooks) that allow us to be excellent fiscal stewards of our resources and successfully complete financial processes (i.e. on-time bill payment) with external partners (i.e. Accountant, Auditor, Legal Partners).
- ❖ **You collaborate with the Director of Development + External Affairs** in order to reconcile fiscal contributions monthly/quarterly and manage overarching budget planning including monthly staff reimbursements as well as monthly budget to actuals, and annual fiscal year forecasting.

#### Human Assets (20%)

- ❖ You will partner with the Executive Leadership Team to **lead staff culture initiatives**, such as



a culture assessment, staff celebrations, and lead staff communications initiatives to increase transparency and build culture, including but not limited to staff meetings, staff newsletters or weekly reflections, staff event calendar planning and operational event management.

- ❖ **Develop clear norms, systems, and processes around hiring** and support managers through the hiring and onboarding process. This includes occasional Human Assets/Resources work that involves organizational policies, benefits, and transitional structures as staff enter and exit the organization.
- ❖ **Develop clear policies, procedures, and record keeping** that allow all WFF - Pitch In team members to be cared for as humans first so that they might thrive in their work (i.e. annual employee reflections, performance improvement plans, annual compensation increases, all healthcare benefits packages, retirement plans).

### Where will the DoFO spend their time?

- ❖ The DoFO will spend most of their time in a hybrid role providing support behind the scenes, building an organizational infrastructure, and ensuring staff has what they need to be successful in their role. They will work from a location most convenient for them to achieve their annual goals (i.e. downtown office, home office, coffee shop).
- ❖ They will also work closely with the Executive Director and Executive Leadership Team building external partnerships and engaging in system level strategic planning.
- ❖ Pitch In Program Managers lead our middle school/after-school program; their hours are non-traditional. We have a flexible work culture on our team. Your work hours will also vary from 9a - 5p. All WFF - Pitch In staff is expected to serve as a mentor at one of our school sites; on that day your work time will vary from 10a - 6p. You have the flexibility to work some evenings and weekends.
- ❖ This is a full-time Chicago based position, and we are providing in-person service this 2021-2022 school year, as well as hosting smaller in person events.

### Ideal Candidate

The ideal candidate will be first and foremost committed to Wood Family Foundation's mission and the visionary evolution of its next level of impact. While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- ❖ You deeply believe in our mission and the potential of *every* student, our schools, and community.
- ❖ *Minimum of three years of professional finances and/or operations experience*, including demonstrated success.
- ❖ You are committed to making consistent progress and/or are interested in deepening your liberatory consciousness in order to build your own social awareness and understanding of systemic inequities, all to be actively anti-racist and to deepen these commitments within your students.
- ❖ You enjoy and have *some experience* working with middle school students (ages 9-15) with evidence of results.
- ❖ You are approachable, personable, and love helping people that develop staff efficacy.
- ❖ You have demonstrated skill and experience communicating with cultural competence to various stakeholders and diverse audiences.
- ❖ You demonstrate exemplary *executive functioning* skills in your daily work (i.e. organization, communication, planning, and execution).



- ❖ You are a stickler for planning and organization. You think ahead about what will be needed and plan accordingly. You have lined up the necessary support and resources well in advance and everyone involved knows where to be and by when. You love creating systems and structures to make things work efficiently and smoothly. You notice when things are out of place and feel compelled to act.
- ❖ You have a bias towards action and improvement. You do not wait to be told what to do. You see ideas everywhere and are constantly thinking about new ways to solve problems or make something radically better. You feel comfortable suggesting improvements that will improve effectiveness and efficiency. You take calculated risks and apply learnings as you iterate. You thrive in cultures where smart bets are rewarded.
- ❖ You thrive in and enjoy being part of a small, super collaborative team, “laying the tracks while the train is moving.” You are enthusiastic about helping us chart the course, and not afraid to take risks.
- ❖ You enjoy project management and are able to manage multiple stakeholders and projects simultaneously, delegate across to peers and up to managers, and influence others to join our mission.
- ❖ You operate with a high level of personal responsibility, optimism, and resilience.
- ❖ You love to have fun, are cheerful in spirit, and have a sense of humor.
- ❖ You are innovative, creative, and resourceful in tapping into the power of your own network and connections to directly serve Pitch In school partners and communities.
- ❖ As a transformative social emotional learning program, the expectation is that every WFF - Pitch In staff member engages in the development and modeling of a strong SEL foundation as a practitioner/facilitator of this work. This aspiration is integrated within every pillar of this role and for that reason will not stand in isolation because it is deeply rooted into the mission and vision of who we are and what we do.
- ❖ You enjoy leading a small team of adults, and have experience doing so successfully, with evidence of results, for at least three years. In this role, you will have the opportunity to build your own Finance + Operations team.
- ❖ You have *at least five years experience* living in and/or working in the Chicago communities we serve.
- ❖ A bachelor’s degree is highly preferred.

Based on the breadth and depth of experience a candidate possesses, WFF offers a Director of Finance + Operations a starting base salary of at least \$75,000 annually, along with competitive medical, dental, and vision benefits. We also offer an initial ten days of paid time off, an additional ten sick days, fourteen staff holidays, generous leave policies, and a flexible and human-first work culture. Finally, as we grow, we encourage staff to constantly seek out professional development opportunities to hone their practice and skill sets, and we allocate an annual budget to fund these experiences as an organization, all to increase our team-wide learning and growth.

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*regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.*