



**JOB DESCRIPTION**  
**Vice President, Operations**

**Reports** to President and CEO

**Supervises** Finance and Operations Manager, Development Director, and Outsourced Controller

**Serves** on Senior Leadership Team

**Hybrid** position with required days in the office

Philadelphia Education Fund's (PEF) mission is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. Founded in 1985, today PEF is the city's most comprehensive, full-service education organization, working tirelessly to expand and improve educational opportunities available to local youth. PEF envisions a Philadelphia where all young people have the skills, knowledge, opportunity, and access to the resources they need to succeed in college and careers.

A key aspect of PEF's work is ensuring that every high school student in Philadelphia is supported in understanding and pursuing their options for a postsecondary academic journey, anchored in college and supported through workplace and career exposure. To support in this effort, PEF operates a diverse portfolio of offerings targeting students (College Access Program, PhillyGoes2College, Spark Philadelphia, Philadelphia Scholars Last Dollar Scholarship, Fostering College Readiness), teachers (McKinney Center for STEM Education, the Philadelphia Postsecondary Success Program), and the community (Education First Compact, Philadelphia STEM Ecosystem). In 2017, PEF launched an education consulting practice that supports schools and nonprofits deepen student college and STEM related outcomes.

The Vice President of Operations (VP) will be required to use their industry knowledge and skills to provide operational oversight of the systems, policies, and procedures necessary for the organization to execute their mission. In this role, the person will be responsible for setting strategy in their areas of responsibility and overseeing direct reports to implement the designated strategies.

The VP has two main areas of responsibility. The VP is responsible for the strategic leadership of the finance functions of the Philadelphia Education Fund (PEF), including but not limited to financial modeling and forecasting; invoicing, billing and reporting; financial processes improvement; operating and retirement audit coordination; vendor management; etc. The VP is a member of the agency's senior management team and must be capable of supporting the organization from a hands-on and strategic level, supervising two in-house staff and a contracted controller.

The VP will lead PEF's Development functions by supporting the President and CEO and Board in the strategy, design, and development of the resource development and fundraising efforts intended to resource PEF's work as a services provider and education thought leader.

**Specific Responsibilities include:**

**Financial Management (45%)**

- Provide high-level oversight and management of non-profit organization's finances, budgeting and financial operations
- Advise the President & CEO, board leadership and other key members of PEF on financial planning budgeting, cash flow, and policy matters
- Serve as the management liaison to the board and the Finance and Investment committee; effectively communicate and present critical financial matters at regular board and committee meetings
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures
- Plan, coordinate, and execute PEF's annual budget process
- Create and manage the annual Finance Department budget to effectively meet departmental goals and key metrics
- Manage and oversee metrics, capitalizing on data and insights to drive decision-making including development of internal management reporting capabilities
- Identify and pursue opportunities to reduce costs and improve efficiencies in the delivery of employee benefits, systems, processes and tools.
- Manage direct reports and additional consultant and contract support
- Oversee and audit payroll and accounting processes.
- Represents the organization externally, as necessary, particularly in banking, vendor and lease negotiations.
- Oversee all accounting, budget and audit functions, including meeting regularly with Executive staff and department heads to keep them informed and to make recommendations regarding necessary fiscal actions.
- Review cash flow, including scheduling and preparing timely contract invoices and billings, managing accounts receivable and payables, and minimizing drawdowns on PEF's operating line of credit.
- Oversee selection and coordination of outside auditors on all agency audits, including review of worksheets, analyses, and audit statements.

**Business and Operations Strategy and Forecasting (35%)**

- Contribute to the development of PEF's Objectives and Key Results (OKRs) and strategic goals and objectives
- Ensure that PEF is adhering to its strategic objectives and delivering status reports to the board

- Undertake financial planning and analysis of agency programs, including relating to the sustainability of current programs and the evaluation of potential new programs.
- Analyze the agency's operations to determine and realize opportunities for cost savings and operational efficiencies.
- Lead cross-team meetings with the Development Team and Program Directors to onboard new contracts to ensure programmatic and financial compliance, and to model and forecast grants to monitor spending and funding gaps.

### **Operations Management and Resource Development (20%)**

- Support Development Director in reporting and forecasting to PEF's Board Development Committee.
- Foster a culture of supporting fundraising and development efforts across the organization, including support staff in ensuring awarded dollars are timely spent and appropriately allocated and offering guidance on areas of greatest resource development needs.
- Support Development Director in serving as lead in the development and design of PEF's corporate engagement strategy and major gifts strategy, with the aim of growing this category of giving to support program administration, seed innovation, funding an operating reserve, and increase the Philadelphia Scholars endowment through a capital campaign.
- Oversee Development Director in timely execution of grant writing function, including utilization of outsourced and internal grant writing support. Ensure management of the grants calendar, reporting calendar, grant submissions, grant files, and document gathering.
- Partner with CEO and Leadership Team in sourcing RFP and contracting opportunities aligned to PEF's mission and program offerings.

### **Qualifications:**

The ideal Vice President of Operations candidate will have the following qualifications:

- Master's degree in business administration, ideal.
- A minimum of six (6) years of experience of progressive success in a comparable senior management role leading and directing complex programs in a non-profit environment.
- Demonstrated success in developing strategies and leading the implementation of those strategies with demonstrable success.
- Significant experience in non-profit financial management in an agency with multi-source and government contract funding.
- A proven track record in developing a strong, cohesive, creative, and high-performance organizational department.
- Ability to analyze and interpret internal and external data.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills.

- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic.
- A strong desire to help improve the lives of Philadelphia's students.

*The Philadelphia Education Fund promotes a culture of inclusion and does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic orientation, age, disability, veteran status, or any other legally protected factor.*

**Hiring Range:** \$100,000 - \$150,000

The hiring range for this role accounts for the many factors that are considered in making compensation decisions including, but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

**To Apply:**

Please send resume and brief cover letter with desired salary range to: [applications@philaedfund.org](mailto:applications@philaedfund.org)