



Title: VP of Finance & Administration

Reports to: CEO

Status: Exempt

Schedule: Full-Time

Location: Flexible (*preference for Bay Area, CA Seattle WA, or Washington DC Metro Area*)

ORGANIZATION OVERVIEW:

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to *all* girls* across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential, with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach one million girls by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and roughly 21 employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

POSITION OVERVIEW:

Reporting to the CEO the VP of Finance and Administration is responsible for all aspects of TBG's accounting and financial activities and also leads internal teams to support the following areas: finance, business planning and budgeting, human resources, administration, facilities and IT. The VP, Finance, and Administration will work closely with the CEO, Board of Directors (especially the Finance and Audit Committees) on budgets and revenue estimates, report regularly to the CEO on financial performance, supervise finance and operations staff, manage relationships with outside counsel, financial advisors, banks, and the audit firm.

The ideal candidate will:

- Be a financial management and accounting guru that has a strong understanding of financial strategy and management.
- Be a very strong critical thinker and problem solver, with excellent judgment and a strong ability to communicate in writing and in person. People describe you as organized, responsive, and supportive.
- Have a strong lens on issues of equity, with the ability to work effectively with a talented and diverse team, and to proactively spot issues of equity and inclusion and bring practical solutions.
- Be able to work in a fast-paced environment and be detail-oriented, bringing a passion for making things work well and an ability to handle a large volume of work impeccably, including strategically prioritizing the most important projects while keeping all the

- others on track as well.
- Be solutions-oriented and flexible, with the ability to adapt to the evolving needs of our growing organization.
- Think three (or 30) steps ahead to ensure things run smoothly, all with a focus on making life easier for our participants and staff.

RESPONSIBILITIES:

Strategic Financial and Accounting Leadership

- Advise the CEO and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and internal policy matters.
- Serve as the financial management liaison to the finance and audit committee. Effectively communicate and present critical financial matters at the board of directors and committee meetings.
- Oversee the audit process, in partnership with the Accounts Manager.
- Refine and manage an efficient financial system of policies, internal controls, accounting standards, and procedures that are compliant with relevant regulatory bodies.
- Refine administrative and operational accounting services such as cash management, TBG's 403(b) plan, grants payment processing, payroll, accounts payable, and purchasing.
- Contribute to the development of Techbridge Girl's strategic goals and objectives, as well as to the overall management of the organization.
- Maintain strong lines of communication, keeping the CEO and other key stakeholders informed of all critical issues.
- Represent TBG externally, particularly in banking and lease negotiations.
- Plan, coordinate and execute the annual budget process.
- Oversee, direct, and organize the work of the finance, IT, and operations functions.

Organizational Effectiveness

- Manage people and organizational culture efforts to ensure we are building an environment of excellence, learning, appreciation, and flexibility so individuals can bring their full selves to work.
- Establish and monitor organizational performance and annual goals, track results, establish priorities and keep the organization informed of progress and lessons learned.
- Ensure that HR practices, compensation competitiveness, benefit contracts, and operations are in order, efficient, and cost-effective.
- Provide strategic guidance about Information Technology functions of the organization with the IT& Operations Manager.

Qualifications

- Minimum 10 years experience in a senior management role in non-profit finance, ideally with both external audit and in-house financial management experience in high-growth organizations.
- Business or Accounting degree and CPA preferred.
- Demonstrated experience gathering and evaluating financial information and making recommendations to CEO, senior managers, and Boards of Directors.
- Experience working with financial systems and managing finance (i.e., accounting, budgeting, control, and reporting) for a nonprofit with multiple funding sources.
- Experience in overseeing investments, familiarity with bequests, restricted gifts, and fiscal sponsorship.
- Experience overseeing the management of facilities and information technology.
- Demonstrated leadership ability, team management, interpersonal skills, and good

judgement.

- Self-starter who demonstrates the highest standards of integrity, takes a proactive approach, and has strong follow-through.
- Excellent analytic and abstract reasoning, problem-solving and organizational skills.
- A strong business partner who has successfully negotiated with vendors, suppliers, and others.
- Strong project management and presentation skills and appropriately uses tools for support (e.g. Asana, Google Slides, PowerPoint, Canva).
- Exceptional written, oral, and interpersonal, and the ability to effectively work with senior management, TBG's board of directors, and staff.
- Strong history demonstrating a commitment to diversity, equity, and inclusion, both in internal interactions and in approaches to processes such as vendor selection.
- Passion for Techbridge Girls' mission.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here, and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals.

We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. We offer generous paid vacation, health, and dental benefits, life insurance, professional development opportunities, and the ability to join a 403(b) retirement plan with an employer contribution, and more.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, including compensation requirements, and resume with the subject "VP of Finance & Administration" to jobs@techbridgegirls.org.

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.

**Techbridge Girls (TBG) serves Black, Indigenous, and all girls of color, which includes cis girls, trans youth, gender non-conforming, and/or non-binary youth who experience(d) girlhood and economic insecurity as a part of their journey.*