

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

CHIEF FINANCIAL AND OPERATING OFFICER Techbridge Girls

Brakeley Search
formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Senior Partner and Director, Talent Acquisition
Stacey Konner, CDR, CPSP, CDSP
is leading this search assignment. Inquiries may be made, in confidence,
to Stacey Konner at skonner@brakeleysearch.com.

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TITLE: Chief Financial and Operating Officer

ORGANIZATION: Techbridge Girls (TBG)

LOCATION: Remote

REPORTS TO: Chief Executive Officer

TECHBRIDGE GIRLS MISSION

Techbridge Girls re-engineers the way Black, Indigenous, and girls* of color from marginalized communities experience STEM by catalyzing out-of-school time STEM educators and STEM professionals into equity educators and advocates through training and curricula that promote access, belonging and persistence.

*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.

ABOUT TECHBRIDGE GIRLS

Techbridge Girls 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 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.

TBG believes 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 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 over \$5 million and 25 employees, Techbridge Girls is in the midst of bold growth to increase its impact.

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TBG COMMITMENT TO JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI)

“TBG’s Intersectional Anti-Racist work aims to disrupt and challenge racism and gender bias in STEM fields and culture by igniting STEM interest and belonging in BIPOC girls and gender-expansive youth, who will one day change the STEM field and the world. We work toward systemic change with educators, challenging them to think of their work with youth and administrators as critical to creating more just educational systems.

We recognize the truths and the challenges we face living in a racist, sexist, and capitalist culture and the necessity to develop innovative ways to break down these systemic barriers to create new pathways for girls*’ futures. We promote a workplace built on community, respect, empathy, and compassion that foster an environment where our team can have tough conversations to ensure we all are working together towards the same goal.”

ABOUT THE OPPORTUNITY

Reporting to Techbridge Girls’ Chief Executive Officer, Nikole Collins-Puri, the Chief Financial and Operating Officer (CFOO) is expected to be a leader and key member of the executive team. The CFOO will be responsible for TBG’s accounting and financial activities and also lead internal teams to support the following areas: finance, budgeting, human resources, operations, and IT.

The CEO is seeking a strategic thought partner to review, analyze, and forecast TBG’s diverse revenue streams, build upon a positive organizational culture, and proactively maintain and enhance TBG’s internal operations and infrastructure. This position requires a financial and operations leader who has high emotional intelligence as well as excellent communication and interpersonal skills. They will be a critical thinker who can handle the day-to-day operations, while also be forward thinking to anticipate what will be needed to ensure TBG’s success. The CFOO will work directly with the Board of Directors and the Finance and Audit Committees.

This is an excellent opportunity for an accomplished professional who would like to join a collaborative team of leaders who value justice, equity, diversity, and inclusion and who wants to be part of an organization that is in the midst of exciting growth and transformation!

Responsibilities

Fiscal Leadership

- Act as a strategic partner with the CEO and senior management, advising on financial planning, budgeting, cash flow, investment priorities, and internal policy matters. Serve as the financial management liaison to the Board and the Finance and Audit committees. Develop and implement short- and long-range finance goals, policies, internal controls, accounting standards, and procedures.

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Operations, Information Technology, and Human Resources

- Oversee and manage all TBG internal operations. Establish and monitor organizational performance and annual goals. Manage all HR practices, contracts, and operations, including people and organizational culture. Provide strategic guidance about IT functions of the organization and its programming.

Team Development/Leadership

- Manage, lead, mentor, and develop staff, providing positive, optimistic leadership and problem solving. Foster a culture of innovation, impact, collaboration, accountability, and feedback while inspiring and motivating staff.

Professional Experience/Qualifications

Experience:

- A minimum of 5 years senior leadership experience in finance and operations with budgets of a minimum of \$3M
- Proven professional experience in finance, accounting, budgeting, and cost control principles including GAAP, with a strong emphasis in nonprofit finances
- Financial management experience, including forecasting, fiscal management, analysis, and strategy
- At least 3 years' experience managing a minimum of 3 staff
- Experience reporting to or serving on a nonprofit board and staffing board committees
- Operations oversight in an organization of comparable or larger size and complexity

Skills:

- Collaborative with senior management and seen as a partner with CEO
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Comfort with and possessing strong presentation skills, especially with regards to financial information to a variety of audiences
- Track record of growing abilities of staff and encouraging increased responsibilities, team building and retention, coaching direct reports, and enhancing workplace culture
- Excellent interpersonal and communication skills with experience collaborating in a high-growth and mission-driven environment

Personal Characteristics:

- Passion and commitment for Techbridge Girls' mission
- Understands JEDI and privilege – ability to confront one's own power, privilege, position and/or biases and is committed to creating brave and healing spaces that bring joy for staff, partners, and TBG's communities
- Must be flexible, proactive, organized, with strong follow-through
- Highly organized and focused

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- Strong emotional intelligence, especially in empathy, self-awareness, and active listening
- Forward thinking, strategic and decisive decision maker; embraces innovation, change, and growth
- Outstanding interpersonal and communication skills

COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate. The starting salary range is \$145,000-\$155,000.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of Techbridge Girls. For immediate consideration, interested candidates should apply via email by sending a resume and cover letter as PDF or Word documents to Search Consultant Paola Ferrate at pferrate@brakeleysearch.com

TECHBRIDGE GIRLS EOE STATEMENT

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.

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