World Savvy is a leading national education nonprofit working to transform teaching, learning, and culture in K-12 public education so all students can learn, work and thrive in our rapidly changing world as globally competent citizens.

World Savvy is unique in the field for our systems change approach that holistically supports the integration of global competence into student learning, teacher training and capacity, and school and district leadership. We have offices in Minneapolis (largest) and San Francisco. Learn more at www.worldsavvy.org.

**Mission:** World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.

**Vision:** As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.

World Savvy is an ambitious organization with big ideas and tenacious growth goals. Our culture is one of optimism, authenticity, joy, and learning. World Savvy is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. World Savvy seeks individuals who are Black, Indigenous, and People of Color to apply.

**Position Summary:**
We are looking for a full-time Director of Finance and Technology to join our team as a strategic internal driver of oversight and implementation of World Savvy’s financial and technology systems. We are working remotely due to the pandemic and are open to a remote worker for this role, with desired locations in the Minnesota and Bay Area of California.

- The Director of Finance and Technology (DFT) will focus efforts on strengthening the organization’s internal financial and technology-based systems to accomplish its mission to empower the next generation of responsible global citizens.
- The DFT is responsible for day-to-day leadership of finance, budgeting, and IT.
- The DFT plays a critical role for the organization and must provide stable financial and operational leadership and support to a growing organization in a remote context.
- Competitive Candidates for this role will have a bachelor’s degree in the accounting or finance fields and a minimum of 7 years of professional experience in nonprofit accounting or nonprofit finance.
- Proven managerial expertise and comfort serving as part of the senior management team are needed to help guide our national educational nonprofit’s growth.
- This role is a tremendous opportunity for a finance professional to maximize and strengthen a well-respected and high-impact organization’s internal capacity.
- Due to the pandemic, all World Savvy staff work remotely from home, and school programming is conducted remotely. As conditions with schools change, these positions may be working in person within the next 6-12 months. This position is an internal role with limited interaction with external stakeholders.
- This position is based out of the Minnesota office and will support team members across the organization’s locations and national programming. Click here for program information https://www.worldsavvy.org/our-programs/.
- This position will report to the Chief of Staff in Minnesota and work very closely with the CEO, Chief Program Officer, Bookkeeping consultant, the Senior Associate for Data Quality and Operations, and Technology consultant.

**Learn More:** PBS | TEDX | JOIN THE MOVEMENT

Our Offices:
***Minnesota:* 1330 Lagoon Avenue, 4th Floor, Minneapolis, MN 55408
***San Francisco:** 600 California Street, 11th Floor, San Francisco, CA 94108
Our Values:
- We do the best work possible in service of our mission.
- We believe collaboration is essential.
- We see people as whole human beings.
- We intentionally grow and change.
- We lean into complexity when it's called for.
- We believe big things are possible, whether that's our mission or the project on the table.
- We notice and disrupt exclusionary patterns.
- We bring hope, joy, and a sense of aspiration into all that we do.

Schedule: Full time and limited nights and weekends
Salary range: $100,000 - $110,000 based on experience
Projected Start Date: ASAP
Application Deadline: Open until filled. Priority given to applications provided by May 31, 2021.
Location: Based in Minneapolis, MN (**All employees are currently working remotely due to Covid-19.)
Travel Requirements: The work of this role is primarily internal; there may be some travel needs to other sites depending on public health guidance and needs. Travel may be as much as 10% if required.

Key Responsibilities:
Financial Management (75%)
- Drive financial strategy of the organization and oversee the day-to-day accounting activities and monthly close processes.
- Oversee contract bookkeeper who completes all organizational bookkeeping (AP and AR), payroll, and financial record keeping.
- Produce necessary financial reports including but not limited to: cash flow, projections, P&L, fundraising, and departmental budget updates.
- Present financial reports accurately and in a timely manner; communicate monthly and annual financial statements; lead monthly Board Finance Committee meetings.
- Develop and maintain dashboards related to financial reporting.
- Collate financial reporting materials for all donor segments and oversee all financial, project/program, and grants accounting.
- Implement a robust financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Manage organizational financial forecasting, including annual forecasts and farther-reaching forecasts related to strategic plan and Vision 2035 growth campaign.
- Effectively communicate and present critical financial matters to the Leadership Team and budget managers.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors, assess any changes necessary.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure processes with a lens on strengthening and adhering to sound internal controls.
- Review and approve all contracts for compliance and quality.

Technology and Administration (25%)
- Lead Salesforce integration and ensure internal infrastructure is in place for meeting data management and quality standards.
- Strengthen, and support internal adoption and use of systems in partnership with the Chief of Staff, Chief Program Officer, and CEO, including:
  - Client relationship management using Salesforce
  - Finance management with QuickBooks and expense tracking using Expensify
  - Technology adoption and reporting tools
  - Dashboard development
- Liaise with legal counsel to ensure compliance with all contracting processes with prospective consultants and partners.
- Work closely and transparently with all external partners, including third-party vendors and consultants.
- Partner with Chief of Staff on vendor and consultant diversification goals.
- Ensure that administrative protocols are in place, documented, and updated related to the organizations' technology, equipment, and finance-related functions.
- Works closely with the Senior Associate of Data Quality and Operations to achieve the above tasks.
**Key Requirements:**
- A bachelor’s degree in accounting or finance field.
- At least seven years of professional experience in nonprofit accounting and/or nonprofit finance.
- At least five years managing teams with senior leadership team experience.
- Knowledge of nonprofit generally accepted accounting principles (GAAP).
- In-depth knowledge of QuickBooks, especially QuickBooks Online.
- Knowledge of Salesforce and best practices.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support sound decision-making.
- High-level attention to detail with executing themed strengths with a drive to get things done.
- Commitment to social justice and desire to be a champion leader supporting our efforts to become an anti-racist organization focused on global education and World Savvy’s mission to educate and engage youth to learn, work and thrive as responsible global citizens in the 21st century.
- Ability to work remotely and develop and maintain financial systems and processes that allow a team to work remotely.
- Curiosity and ability to learn new technologies. Demonstrated competency in selecting and applying appropriate technology to meet the administrative and financial needs of an organization.
- Ability to translate financial concepts to and collaborate with others who do not have finance backgrounds.
- Experience working effectively in a small and collaborative team environment.
- Proficiency in current workplace technologies, including but not limited to Microsoft Office suite of programs, PowerPoint, Zoom, Slack, Salesforce, and Google applications.
- Ability to work in a fast-paced, mission and goal-oriented environment.
- Capacity to work in ambiguity and periods of growth and change.
- Ability to build and maintain trusting and productive relationships with coworkers, employees, customers, and vendors.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with various internal and external stakeholders.
- A solutions-oriented individual who seeks multiple perspectives, new ideas, and new ways of thinking.
- A sense of humor and an interest in having fun at work!

**Applying for the Position:**
Please apply online at https://worldsavvy.bamboohr.com/jobs/view.php?id=26. Include a resume and a cover letter explaining your interest in the position, why you believe your experience and skills are a fit for this role addressing the following:
- Your financial management philosophy and tools you use;
- Experience using Salesforce and dashboards; and
- Knowledge of building and maintaining remote work systems that keep the financial functions effective and efficient

If you have questions that would affect your interest in applying, please e-mail jobs@worldsavvy.org.

**A note about World Savvy’s commitment to anti-racism and recruiting:** In the past, we’ve used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the students, educators, and districts we serve. Like many organizations, we’ve recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. To that end, we share the following:

As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. This population is currently 50% or more Black, Indigenous, and People of Color (BIPOC). Recognizing the gap we have on our team, we’re seeking individuals who identify as a part of BIPOC communities to apply. We believe these life experiences and perspectives are critical, in particular, to advance our global competence work. At its core, this work is about teaching students to practice empathy, value cultural differences, consider multiple perspectives, and collaboratively problem-solve. In an increasingly divided world, this work is more important than ever, and its continued success hinges on modeling this ourselves by continuously learning and growing.