

THE NATIONAL SUMMER SCHOOL INITIATIVE

Director of Finance and Human Resources
(Remote, part-time, 16-20 hours/week)

The Opportunity

Are you excited about working with a team of innovators who partner to find solutions to meet the needs of students, teachers and leaders around the country on a daily basis? Do you thrive in an entrepreneurial environment and have a commitment to high quality? Are you a leader who is driven by equity and demonstrates this core value in the shepherding of finance and HR? Join our team and help us to continue to build the [National Summer School Initiative](#) infrastructure that will allow us to thrive and sustain in support of our partners throughout the country.

What is NSSI?

The National Summer School Initiative (NSSI) was born out of a need to combat devastating learning losses experienced by schools and students across the country during the pandemic. Whether schools are in-person, virtual, or using a hybrid model, NSSI can help teachers bring great teaching to children in grades K-12 everywhere.

In our innovative model, participating teachers create a space where children feel heard, valued, connected, and successful. Our approach to raising the level of instruction across the country is three-pronged. We provide our partners with:

- In-house outstanding curriculum, including daily teacher-facing and student-facing resources
- Corresponding videos of an expert teacher teaching each lesson in the unit
- Aligned professional development focusing on intellectual preparation and student work analysis

Teachers get better faster by observing the best. We believe that by giving teachers daily exposure to excellent curriculum, observing excellent mentor teachers, and providing targeted professional development, teachers across the country will improve rapidly this summer.

We partner with districts, charter schools, and independent schools across the nation to deliver accelerated learning and vibrant enrichment activities during the summer.

Time commitment for the part-time NSSI Director of Finance and HR: Approximately 16-20 hours per week.

The Director of Finance and HR will report to the CEO and work closely with the operations and program teams.

Roles/responsibilities:

- Finance leadership
 - Ensure all financial activities are conducted in accordance with and full adherence to the financial policies and procedures manual, best practices and applicable laws
 - Facilitate NSSI's financial strategic planning process, including projections for fundraising and earned revenue targets
 - Provide oversight of the budget by partnering with the external financial team and the NSSI staff members
 - Supervise accounts payable and receivables processes, which includes managing invoices for payment and payments from NSSI partner schools/districts
 - Set budget and spending guidelines/targets for each NSSI team

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- Manage the expense/procurement processes and support team members in their respective roles
 - Conduct the monthly reconciliation of accounts
 - Lead the annual audit alongside the partner firm and external financial team
 - Create, approve and distribute agreements for third party vendors, contractors and consultants
 - Support the director of operations in the creation and approval of agreements for partners as well as the invoicing process
 - Generate funder acknowledgment letters upon the receipt of donations
 - Produce regular budget reports and financial narratives, including for the board of directors, senior leadership team, funders and other ongoing reporting needs
 - Other finance leadership duties as needed and assigned
- Human resources leadership
 - Ensure all human resources functions are conducted in accordance with and full adherence to the employee handbook, best practices and applicable laws
 - Manage the process of extending offers and employment contracts, including promotions and other employee status changes
 - Support senior leadership in compensation decisions for employees and contractors
 - Direct the bi-weekly payroll generation and approval processes
 - Facilitate the onboarding and offboarding processes for employees and independent contractors
 - Conduct annual background checks for employees and ensure compliance with required annual trainings
 - Serve as the administrator for NSSI health plan and retirement offerings as well as the organization's insurance policies
 - Lead all employee relations matters to resolutions that put team members first and equity at the center
 - Other human resources leadership duties as needed and assigned

Qualifications:

- Master's degree, required
- A minimum of 8-10 years leadership experience in shepherding finance and human resources
- Experience as a leader in a nonprofit organization, preferred
- Strong facility in creating budgets for multiple audiences as well as accompanying narratives
- Human resources certification, a plus
- Innovative mindset and commitment to seeking solutions that respond to inequities in teaching and learning for all children
- Self-starter who can thrive in a virtual environment and approaches challenges with a solutions orientation
- Demonstrated ability as an effective written and verbal communicator who is timely in responses and exhibits detail orientation
- Commitment to equity, strong ethics and guided by doing the right thing for staff, partners and all constituents

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Want to Apply?

Send an email to careers@nssi.org.

In your email include:

- Your resume
- A paragraph stating why you are interested in the role and working with NSSI

Compensation

This NSSI Director of Finance and HR role is a remote, part-time opportunity. As an employee, you will be eligible to join NSSI's retirement plan and also receive a stipend to support expenses related to remote work.

Non-Discrimination Statement

NSSI is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. We do not discriminate against any employee, volunteer, vendor, contractor, or applicant on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, arrest record, conviction record, or any other personal characteristic protected by applicable law. This policy covers all programs, services, policies, and procedures, including procurement of services, recruiting, hiring, training, promotion, and administering all personnel actions, such as compensation, benefits, transfers, layoffs, or terminations.