



**The Commit! Partnership  
Director of Finance & Operations  
Position Opening**

**OVERVIEW**

Founded in 2012, **The Commit! Partnership** ("Commit!" or "The Partnership") has become the largest education community-based collective impact organization in the country. Encompassing **190+ partners across Dallas County**, including public school districts, charter networks, higher education institutions, foundations, businesses and educational non-profits, the Partnership's overriding vision is for the community to work together to ensure that all students receive an excellent and equitable education.

To reach this vision, The Partnership serves as a community navigator, analyzing data to lift up strategic initiatives, activating this information to change institutional practices and policies while ultimately working to grow the capacities and capabilities of our community to serve students more effectively. Our flagship initiative, "Early Matters Dallas" is focused on improving early childhood outcomes. Our second initiative, "Best-in-Class DFW", is focused on growing the number of effective and diverse campus educators in front of the 1.2 million students in the Dallas-Fort Worth region. Each of these two initiatives is guided by a community strategic plan developed by a global management consulting firm (the Boston Consulting Group and Bain & Co., respectively), is supported by a dedicated advisory board responsible for fundraising, advocacy, and monitoring community progress, and is supported by more than 25 dedicated full-time Commit! professionals serving as a backbone function. Additional initiatives supporting college access/completion and economic mobility will likely be formalized later in 2017.

Over 100 different regional and national investors have invested in Commit! based on the belief that investing in a dedicated backbone organization that uses data and the power to continually convene and align stakeholders will meaningfully change systems as public and philanthropic funding streams align behind what is needed to grow the number of students with a postsecondary degree.

Due to Commit!'s early successes, Commit! is now supporting similar efforts in Ft. Worth/Tarrant County (350,000 K-12 students) and Houston/Harris County (~900,000 K-12 students). Collectively, these three regions educate 1 in 3 children in Texas and roughly 4% of the nation's K-12 population. By aligning on common data and goals, these regions could prove a powerful force behind aligned advocacy to alter state public funding streams and key policies benefiting students.

**POSITION SUMMARY**

The **Director of Finance and Operations** would be responsible for developing, planning, directing and controlling financial, operational, human resources and administrative functions for the organization. This role is of strategic importance as the organization looks to scale its focus from the 750,000 students in Dallas County to also support regional and state-wide efforts. As such, the Director will build critical infrastructure and processes for the organization so it can continue to create meaningful impact. This position will report to the Chief Operations Officer.

Specific **RESPONSIBILITIES** include:

- **Finance & Accounting:**
  - Developing and managing all necessary accounting policies and systems, including general ledger and financial reporting, in accordance with generally accepted accounting principles
  - Preparing annual budgets and monthly/quarterly financial reports for senior management and the board
- **Human Resources**
  - Continuously improving employee development, including the organization's current comprehensive annual review process as well as its growing need for ongoing organizational performance development and coaching
  - Providing oversight for human resource functions including: recruitment, hiring, benefits administration, termination and maintenance of personnel files while ensuring compliance with all personnel policies.
  - Strengthening organizational climate & culture, utilizing current annual climate surveys and other tools to ensure that the organization remains one of the best places to work for all team members
- **Operations**
  - Project management for strategic, high-impact multi-department efforts within the organization
  - Managing legal contracts and vendor relations, including office and equipment leases and organizational insurance reviews and renewals.
- **People Management:**
  - Clearly define the roles & responsibilities of the organization's existing Office Manager and Administrator to create a successful three-person local Finance & Operations function that best meets organizational needs.

## **QUALIFICATIONS**

Above all, the successful candidate will bring to the role a firm belief in creating conditions to ensure every child in the DFW region receives an excellent and equitable education. S/he will possess the following additional professional skills, experience and personal characteristics that validate her/his readiness to lead organizational finance and operations:

- Ability to work without direct supervision, and efficiently manage tasks and time.
- Excellent communication skills (verbal and written).
- Experience with accounting systems and financial management
- Advanced spreadsheet and numerical analysis skills: business cases, budgeting, cash flow analysis.
- Experience working in a growing start-up environment strongly preferred
- Strong organizational skills, attention to detail, ability to prioritize in a fast-paced environment with fluctuating priorities and deadlines.
- Strong skills in strategic thinking, team collaboration and inter-personal relationships
- Independent self-starter who embraces a fast-paced, goal-oriented, collaborative work environment with open-mindedness and urgency
- Bachelor's (BA/BS) degree - Required

**LOCATION:** Dallas, Texas

**COMPENSATION:** Salary is competitive and commensurate with qualifications and experience.



**TO APPLY:** Interested candidates should email a cover letter and resume to Sagar Desai at [sagar.desai@commit2dallas.org](mailto:sagar.desai@commit2dallas.org). Please reference "Application – Director of Finance & Operations" in the subject line. For more information, [read more about us](#) or contact Sagar with questions.