



LEAGUE OF  
**EDUCATION  
VOTERS™**



## Chief Financial Officer

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## THE ORGANIZATION

Since its founding in 2001, the League of Education Voters (LEV) has been the driving force behind numerous accomplishments in the state of Washington's education sector, including passage of the Dream Act (SB 6552) and \$1 billion in additional funding for the 2013-15 biennium to help close the opportunity and achievement gaps for students. Because of these monumental achievements, LEV has become a thought-leader on education policy and reform and is the only non-partisan advocacy group in the nation working to impact education from cradle to career.

LEV's mission is to shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education from early learning through higher education. To better achieve this goal, LEV is comprised of three separate organizations working in tandem:

- The LEV Foundation is a 501(c)3 charitable organization that provides strategic, accurate, and timely information to citizens, educators, policymakers, and the media; highlights research-driven educational practices that prepare all students to reach their full potential; and advocates for reforms and revenue to implement the research-based practices in Washington state.
- The League of Education Voters, a registered 501(c)4, is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. Working on behalf of students, LEV has successfully led the charge on many of the landmark funding and policy decisions helping improve the education landscape for the entire state of Washington.
- Acting as LEV's political arm, the Education Voters Political Action Fund (PAC) researches, endorses, and supports candidates engaged in bettering the educational standards and conditions across the state. The PAC also educates parents and voters on legislation that effects the education landscape and promotes action at the grassroots level.

To learn more about the organization, please visit [www.educationvoters.org](http://www.educationvoters.org)



## THE OPPORTUNITY

Reporting to the CEO, the Chief Financial Officer (CFO) is a member of the executive leadership team and serves as a strategic partner to the CEO. The CFO provides leadership and influence across the entire organization, necessitating strong leadership, financial management and operational skills in equal measure. With a new strategic planning process underway, and a number of innovative approaches under consideration, the CFO will have the opportunity to build out systems to accommodate anticipated organizational growth.

## KEY RESPONSIBILITIES

### Organizational Leadership:

The CFO will be engaged in developing and executing organization-wide strategies. She or he will oversee the organization's finance, human resources, facilities, and information technology functions. The CFO will staff the board finance committee and will be responsible for ensuring that all board members have the information they need to clearly understand the organization's financial health and sustainability.

### Financial Management:

The CFO will oversee financial strategies and develop forward-looking projections to guide organizational priorities and decision making. Working with the board finance committee, she or he will develop comprehensive financial reports including long-range forecasts and will provide data to support real-time decision making. The CFO will be responsible for cash flow planning and asset management and will direct the development and monitoring of budgets.

The CFO will ensure that audited financial statements, tax returns, and other regulatory compliance requirements are produced and reported to appropriate agencies, funders, and the Board of Directors. Because LEV operates as a 501c3, 501c4, and a Political Action Committee (PAC), serves as the fiscal agent for a small number of early stage nonprofits, and is the recipient of significant multi-year grants, there are additional reporting requirements that the CFO will oversee. She or he will maintain a strong financial control environment, regularly assessing and refining the organization's internal control structure.

### Operations:

The CFO will manage the office administrator and a part-time bookkeeper as well as two key vendor relationships: payroll and IT support. She or he will be responsible for all aspects of human resources including hiring, orientation, performance management, personnel policies and related compliance, and compensation strategy. The CFO will oversee IT infrastructure, manage external vendors who provide tech support, and ensure that LEV has the technology required to work efficiently and effectively.







## THE IDEAL CANDIDATE

LEV seeks an experienced finance professional who is passionate about LEV's mission of education reform in Washington State and enjoys working collaboratively with a team of smart and committed colleagues. A member of the senior leadership, the CFO is a big picture thinker who sees around corners while managing the day-to-day work with attention to detail. The ideal candidate is adept at keeping the CEO engaged in financial matters and brings a forward-looking and proactive stance to managing LEV's finances. The CFO is equally comfortable working with an engaged and active board of directors on coaching staff about their program finances to keep them accountable for financial performance.

The ideal candidate is a compelling, transparent communicator, and a great people person. She or he is comfortable communicating complex financial information in a manner that is accessible to diverse audiences including the board, staff, and funders. The CFO possesses keen analytic and problem solving skills and can interpret data to help guide decisions rather than simply reporting. The candidate must be organized in their ability to direct and manage the organization's finances and operations while also collaborating with a dynamic team. The successful candidate is someone who can move from a strategic to a tactical level with ease and is effective and comfortable with both. An ability to flex and adapt as the organization grows and takes on new challenges is essential, as is a calm demeanor and a sense of humor.

From a technical perspective, the candidate will possess a broad set of skills including financial management, accounting, budgeting, forecasting, financial reporting, and contracting. She or he will possess a firm understanding of best practices related to the controls, processes, procedures, policies, and systems that guide effective financial operations. Senior management experience in nonprofit finance/accounting is essential to this role; familiarity with 501c4 and/or political action committees and their related requirements is strongly desired.





## MINIMUM QUALIFICATIONS

Candidates should have a minimum of ten years of broad finance and operations experience. Ideally, she or he will also have experience managing finances for a nonprofit engaged in direct advocacy and political activity. Knowledge of nonprofit accounting, including fund accounting, compliance, and reporting for diverse mission related activities is preferred. A Bachelor's degree in finance, accounting, business administration, or a related field is required; an MBA or CPA designation is preferred.

## TO BE CONSIDERED

The League of Education Voters is an equal opportunity employer and all qualified candidates are encouraged to apply. Cover letters expressing your passion for the mission and fit for the role should be addressed to Sarah Meyer at <http://candidateportal.waldronhr.com>

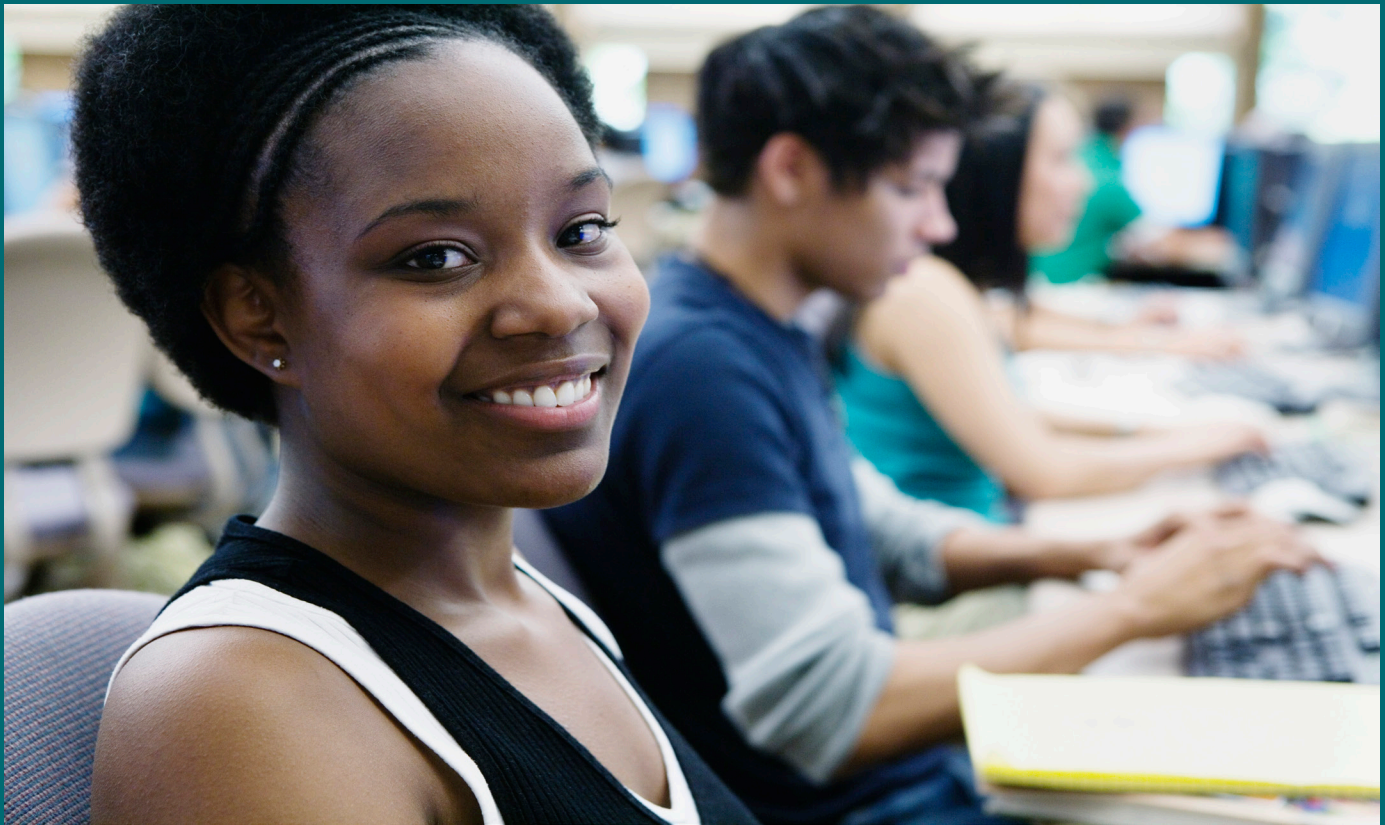
*The search for the CFO at the League of Education Voters is being assisted  
by a team from Waldron:*

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Waldron is honored to work with the League of Education Voters in the search for a CFO. We believe in and support the work of LEV and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.



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