## THE OPPORTUNITY

New Schools for Baton Rouge (NSBR) is a nonprofit organization founded in 2012 to ensure every student in Baton Rouge has access to an excellent school, inspiring all students and preparing them for success after high school. NSBR works with families, school partners, and community leaders to identify citywide needs in education, then provides grants and develops strategic partnerships to address these needs. NSBR fundraises, nationally and locally, to enable these investments in the city. NSBR has invested $85 million to support students, families, and schools. The organization is poised to continue supporting the city at this scale in the coming years.

## ROLE AND RESPONSIBILITIES

The Director of Finance plays a critical role in managing NSBR's financial strength, transparency, and long-term sustainability. In this role, you will be an essential partner to the Growth team, the Achievement team, and the Executive leadership team. You will oversee grants administration, compliance, and financial operations while providing the financial insights needed to drive strategic investments in schools and organizational priorities. This role requires a strong foundation in accounting principles and nonprofit financial management, with the ability to navigate both NGO-style budgeting and school-based financial models. You will report to Travis Markey, NSBR's Chief Financial and Growth Officer (CFGO).

As the Director of Finance, you will:

### Grants Administration and Compliance

- Manage the administration of all grants, ensuring compliance with agreements.
- Track milestones and coordinate with internal teams to ensure payments are released in alignment with grant terms.
- Monitor financial reporting requirements for grantees and maintain accurate records for compliance.

### Financial Analysis to Inform School Investment

- Provide financial health assessments of partner schools, including both pre-investment and post-investment analyses.
- Develop financial dashboards to track school and organizational performance.
- Develop and maintain charter school financial models, analyze school budgets, and assess financial sustainability to inform school growth strategy and investment decisions.

### Organizational Finance and Systems

- Lead NSBR's annual budgeting process in collaboration with leadership, ensuring alignment with strategic priorities.
- Monitor spending across teams on a quarterly basis, prepare budget-to-actual reports, and advise leaders on necessary course corrections.
- Oversee accounts payable, accounts receivable, budget management, cash flow, and financial reporting.

- Build, document, and continuously improve finance-related processes, systems, and workflows to strengthen efficiency, accuracy, and compliance.
- Ensure accounting systems and financial controls are accurate, GAAP-compliant, and aligned with audit and tax requirements.

**Leadership and Reporting**
- Prepare financial updates and analyses for the Finance Committee and Board of Directors.
- Partner with the CGFO and leadership team to develop and implement models for long-term sustainability and scenario planning.
- Provide clear, actionable financial insights that inform strategic decisions across the organization.

**EXPERIENCE**
- At least 7-10 years of relevant experience, specifically:
    - Accounting and financial management experience in a nonprofit, education, or charter school setting
    - Budget development and oversight for both organizational (NGO-style) and school-based budgets (preferred)
    - Grant administration, reporting, and compliance

**QUALIFICATIONS**
- Strong command of nonprofit finance, grants administration, and compliance
- Advanced Excel skills and fluency with financial systems and reporting
- Resilience, strong work ethic, and outcomes orientation—demonstrated ability to balance competing priorities under stress and follow through despite sometimes tight or unexpected deadlines.
- Ability to learn quickly, accept and use feedback, work effectively under pressure, and manage a diverse workload.
- Collaborative approach to work across teams and stakeholders
- Demonstrated track record of leading and working with high levels of excellence. High comfort with ambiguity and tolerance for uncertainty.
- Ability to influence without authority and commitment to high-quality conversational capacity and communication skills.
- A high degree of self-awareness and a demonstrated commitment to learning and continuous improvement.

**EDUCATION**
- Bachelor's degree required
- CPA, MBA, or advanced degree preferred

**WORK DEMANDS**
- Willingness to live in Baton Rouge or the surrounding communities
- Willingness to work in the office at least 4 days a week (Monday-Thursday)
- Willingness to work some weekends and evenings
- Occasional travel across the United States
- Ability to travel locally to various school sites and external partner organizations, both

during and after typical work hours

**COMPENSATION**

This full-time position offers competitive compensation commensurate with experience and qualifications. The salary range is $100,000 - $125,000. NSBR also provides a comprehensive benefits package that includes individual health and dental insurance, paid time off, and a 401(k) plan with company-matching contributions.

**APPLICATION**

The priority deadline to apply for this role is **Friday, October 31, 2025 at 5pm CT**. Applications will be reviewed on a rolling basis after this deadline; however, applicants are encouraged to apply as close to the date as possible, as the application may close at any time following this date.

**To apply**, please complete the application form here.

In the application form, you will be asked to answer the following questions [300 words or less per question] in lieu of a cover letter:

1) Why is the Director of Finance role at NSBR the right next step for you, and why are you uniquely qualified for this role?
2) Describe a time when you managed a complex project. What structures and systems did you implement?
3) What is your experience analyzing financial or operational data to inform decisions in education or nonprofit settings?
4) If you do not have experience managing both school-based and nonprofit organizational budgets, what makes you confident in your ability to succeed in this role?

*NSBR is an Equal Opportunity Employer and upholds the principles of equal employment opportunity for all employees and job applicants. NSBR makes employment-based decisions, including, but not limited to, recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer and termination, without regard to race, sex, sexual orientation, gender, gender identity, color, age, national or ethnic origin, pregnancy, ancestry, marital status, veteran status, military status, disability, religion, genetic trait or information, or any other legally protected status or characteristic under federal, state, and local law.*