



**BRIDGES SF, LLC – EXECUTIVE SEARCH
POSITION DESCRIPTION**

**Stupski Foundation
Chief Financial Officer / Chief Administrative Officer**

Reports to: Chief Executive Officer
Foundation Website: www.stupski.org

About Us:

The mission of the Stupski Foundation is to improve life options for children of color and poverty. We do so by fostering innovation in large public school districts across the country in order to accelerate academic achievement so that all students graduate with the knowledge, skills and aspirations that will enable them to thrive in college, work and life. We are a private operating foundation with an annual start-up budget of about \$15 million and 20 current full-time staff, with plans for significant expansion.

Position Overview:

The Chief Finance and Administrative Officer (CFAO) serves as an integral part of the senior management team reporting directly to the CEO. The CFAO works collaboratively with the executive team to create a foundation that is cohesive and efficient, seamlessly integrating business and administrative systems to support successful program implementation. Day to day, the CFAO provides exemplary leadership for the “mission support” functions of the Foundation while also collaborating intensively with program staff to review and structure program partnerships and investments, particularly around the foundation’s emerging Innovation Fund – a venture capital platform to seed innovation in the field.

Roles and Responsibilities: Mission Support

FINANCE: Leads the budgeting process, working closely with the executive team to develop annual aligned goals, plans and budgets, as well as long-term plans and projections. Oversees accounting functions, including the supervision of the Controller and ensuring internal controls, preparation of financial statements and conducting financial analysis. Cultivates, fosters and oversees relationships with investment advisors, accountants, auditors, and insurance providers.



HUMAN RESOURCES: Manage HR Director ensuring integrity of HR systems, including payroll, benefits and HR administration. Work closely with HR Director and Executive Team on recruiting to build diverse talent pool. Collaborate with Executive Team to lead an integrated performance management system, including aligned job descriptions, evaluation and assessment procedures, and compensation policies.

INFORMATION TECHNOLOGY: Oversees IT staff charged with the stability and security of communications and digital infrastructure. Partners with Program staff to develop and implement technology solutions for internal learning and external service to districts.

LEGAL: Coordinates all contractual agreements for the organization. Manage relationships with legal counsel in areas including human resources, intellectual property, corporate and nonprofit. Ensures legal compliance with all nonprofit and foundation laws and regulations. Oversees maintenance of corporate records.

FACILITIES: Oversees facilities, including landlord relations and capital improvement projects. The Foundation is relocating to San Francisco at the end of 2008.

Roles and Responsibilities: Program Investments

The Foundation is not a traditional grant making foundation, but a hybrid: it operates its own programs and invests in promising non-profit and for-profit ventures that align to its mission through an Innovation Fund that will be under development in the year ahead. As such, our programs require a great deal of:

- Financial analysis
- Market segmentation
- Strategic alliances and partnership development
- Due diligence
- Intellectual property analysis
- Performance metric development
- Fund development
- Deal structuring

The CFAO will be a key co-developer of these aspects of the programs, in close collaboration with the Chief Strategy and Program Officer. Over time, as back office functions are more tightly structured, the CFAO will spend increasing amounts of time on program-related efforts.



Professional Qualifications

The Foundation is a dynamic, creative environment that coordinates efforts among leaders across the country, in various sectors, and from many different disciplines to foster innovation in public education. As such, candidates must be mission-driven, eager learners, flexible, comfortable with ambiguity, highly-collaborative and thrive in a demanding, fast-paced environment.

MBA, CPA and/or JD desired. Non-profit, foundation, and education experience preferred but not required. Demonstrated ability to manage multiple functional areas within a dynamic environment, with a proven track record of building and leading high-performing teams. Excellent written and oral communication skills, with experience discussing and presenting solutions at the senior management and Board level.

Procedure for Candidacy

The foundation offers highly competitive compensation and excellent benefits. We are an equal opportunity employer and strongly encourage applications from candidates of diverse backgrounds.

Please send resumes or nominations to:

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