



Director of Finance | EXEMPT

The Foundation for Tacoma Students boasts a \$4.5 million-dollar operating budget and receives significant government, foundation, venture, corporate and individual support. The Director of Finance is vital to FFTS's success as we continue to provide quality programming, expand community development, and build capacity. We are seeking a Director of Finance who will be responsible for the oversight of all finance, accounting, grant data and reporting activities. This position reports directly to the Executive Director and will be a strategic thought-partner and vital member of the leadership team.

The ideal candidate is fiscally responsible, has an aptitude for numbers, organizational chops, accounting acumen, and the ability to see the big picture and track exacting details.

This role is a hybrid position.

Compensation

This is a full-time, salaried position and the starting salary range for this position ranges from \$80,000 - \$100,000. Salary is commensurate with experience. Competitive benefits package includes health, vision, dental, and a voluntary 401(k) program. Flexible work schedule and generous PTO.

Responsibilities

- Lead organization-wide fiscal management, working with leadership to educate and build an environment of collective financial/ operational responsibility and accountability for staff and board.
 - Manage finance and accounting, handle day-to-day activities, month-end reconciliations and reporting accurately and consistently, and work in tandem with an audit firm to prepare yearly audits and 990 filings.
 - Direct the finance committee and report occasionally to the full board of directors.
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- Oversee all payroll and benefits, program, and grant accounting/reporting, ensuring resources are allocated in full compliance with GAAP and nonprofit accounting principles and standards.
- Manage the annual budgeting process by developing financial measurement tools, reporting, timelines, and including organizational leadership in decision making.
- Analyze and prepare accurate monthly, quarterly, and year-end financials and provide them in a timely manner to the executive leadership, board of directors, and finance committee.
- Support the development of an efficient, scalable, and sustainable business model that supports FFTS's progressive growth.

Qualifications

- Degree in finance or accounting and/or 6+ years of related work experience, preferably in management/nonprofit setting.
- Demonstrated track record of managing finances toward organizational health and growth.
- Grant management and/or reporting experience, clear understanding of nonprofit accounting.
- Advanced skills in Excel and proficiency in QuickBooks.
- Thrive in both self-directed and collaborative environments.
- The ability to communicate complex financial data to nonfinance audiences.
- Experience working with a diverse staff, community, and donor pool.
- Exceptional communications and interpersonal skills.
- Committed to expanding education access, increasing graduation rates, supporting career pathways, and the greater Tacoma community.

About Us

The Foundation for Tacoma Students (FFTS) is an educational nonprofit that is building and strengthening a community-wide movement to help every student achieve success from cradle-to-career. FFTS plays a unique role in supporting Graduate Tacoma's



community-wide movement to improve student outcomes. We align more than 350 community partners that span the entire education ecosystem: parents, educators, early learning and higher education, business and labor, youth and community service, civic and philanthropy, local government and communities of faith.

We connect stakeholders around shared goals, leverage data to inform decisions, align resources to scale strategies, and support continuous improvement processes. We center policy and advocacy to create a more equitable and sustainable system for all.

The Foundation for Tacoma Students is an equal-opportunity employer. We do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a diverse and multicultural working environment and building an organization that is increasingly representative of the communities we serve.

How to Apply

To be considered, we require a resume and thoughtful cover letter that displays your qualifications, enthusiasm, and communication style. Please send materials to hr@graduatetacoma.org using subject line: Application for FINANCE DIRECTOR - YOUR FULL NAME. No phone calls or recruiters please.
