

## Director, Financial Operations *FirstGen Forward*

### **About FirstGen Forward**

**FirstGen Forward** (FGF) aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of our college partners, produces multigenerational impacts for families, and provides our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and in our communities.

The operations of FirstGen Forward, formerly the Center for First-generation Student Success, are managed by NASPA—Student Affairs Administrators in Higher Education. FirstGen Forward staff are employees of NASPA.

### **About NASPA**

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

### **Reports to**

Assistant Vice President, Growth & Operations

### **About the Position**

The Director, Financial Operations is a new role at FirstGen Forward developed to provide critical financial management and financial systems oversight for our growing nonprofit. The person in this role will be primarily responsible for developing and managing departmental budgets, managing philanthropic grant spending, overseeing weekly expense processing, and monitoring month and year end close processes and reporting. NASPA is FirstGen Forward's fiscal sponsor and also provides technical accounting support for this work through a managed services agreement. The Director, Financial Operations will work closely with NASPA's accounting team and controller to create and facilitate these processes and provide reports and analysis to the Assistant Vice President, Growth & Operations, and FirstGen Forward Leadership Team. The person in this role will also help define the strategy for the organization moving forward as we determine whether or not we will maintain our fiscal sponsorship and management services agreement with NASPA or build out independent operations.

## FY25 Annual Goals

- Month end close is completed by the 20th of each month.
- 90% of available restricted grant funds are expended by June 30, 2025.
- 100% of grant reports are completed, submitted, and accepted by the stated due date with no more than a 10% budget variation between approved budget categories.
- FirstGen Forward ends the fiscal year with 6 months cash on hand.
- Annual audit returns no material misstatements or non-compliance as it pertains to philanthropic funding.

## **Essential Responsibilities**

- Establish and maintain strong relationships with NASPA's accounting team.
- Develop and sustain strong relationships with internal grant managers and stakeholders.
- Create and communicate financial procedures in collaboration with NASPA's accounting team to support organization and staff needs, training staff to ensure compliance.
- Work with department leads to create annual budgets and monitor on a monthly basis.
- Monitor grant spend down, identify grant expenses, and produce a monthly grant status report for FirstGen Forward's leadership team.
- Lead the production of grant summary documents for each grant, including newly awarded grants, to summarize the terms, funding, and intent for internal stakeholders.
- Lead grant check-in meetings with key internal stakeholders to address spending concerns or necessary budget amendments.
- Prepare monthly transfer requests for grant expenses to NASPA's accounting team for processing.
- Closely review month end close reports and questions with NASPA's accounting team to facilitate a timely and accurate close.
- Partner with NASPA's accounting team and external auditors to facilitate and complete the organization's annual audit.

## **Qualifications**

FirstGen Forward seeks a solution-oriented leader with experience engaging diverse stakeholders and possessing:

- A bachelor's degree in accounting, finance, or a similar field required
- 3-4 years of relevant experience, including at least 1 year of direct experience with philanthropic contributions or nonprofit finance
- Experience developing and documenting processes, policies, and procedures for a new or developing organization
- Superior project management skills
- An ability to communicate utilizing a variety of methods in a remote environment
- Proficiency in Microsoft Office and Google Workspace
- Self-motivation and proven ability to work as a member of a high-performing team
- Demonstrated experience developing and tracking individual and team goals
- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership

## **Employment Status**

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

## **Salary Range**

The salary range for this position is \$90,000 - \$105,000.

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

## **Office Location/Working Conditions/Physical Requirements**

### Office Location

This remote position may be based anywhere in the contiguous 48 states. It is the employee's responsibility to provide reliable internet capabilities.

### Travel

Occasional overnight travel (3-5 times per year) for in-person staff meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

### Physical Requirements

This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.

Responsibilities occasionally may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines and support events and programs.

### Additional COVID-19 Information

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the [CDC guidance on vaccination](#), including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA therefore FirstGen Forward may require testing for all staff regardless of vaccination status.

[Masks](#) must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA and/or FirstGen Forward may require or strongly recommend that employees wear masks.

## **Commitment to Non-Discrimination Statement**

NASPA and therefore FirstGen Forward provides equal employment opportunity for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also make reasonable accommodations for employees with disabilities.

## **To Apply**

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter
- Resume
- Three References

A complete set of materials should be submitted through [this Asana form](#). Materials received by **Thursday, January 2, 2025**, at 11:59AM Eastern will receive priority consideration, but review will continue until the position is filled.