

← FY26 Finance & Operations Director_CFP



Job Description: Finance and Operations Director

ORGANIZATION OVERVIEW

The Cahn Fellowship provides advanced leadership development and recognition in large metropolitan areas to strong, talented school leaders to improve public education. Our programs are designed to increase leadership skills, strengthen retention in education, and improve student outcomes.

Founded in 2002 by Charles Cahn, the Fellowship inducted its first cohort of Fellows in 2003. Today, the Cahn Fellowship serves educational leaders in cities across the country, offering transformative experiences that expand their leadership effectiveness while preparing and mentoring the next generation of school leaders.

Our work is proudly supported by Faculty from Teachers College, Columbia University, and is grounded in a vibrant community of educators, alumni, and partners committed to equity and excellence in education. Cahn Fellows continue to impact thousands of students and schools through their ongoing leadership, and our network ensures that the work extends far beyond the duration of the program.

THE ROLE

The Cahn Fellowship is seeking a **strategic and solutions-oriented leader** to serve as **Director of Finance and Operations** (title negotiable, depending on experience). This role is central to ensuring the effectiveness, efficiency, and sustainability of the organization. The Director will oversee and strengthen organizational systems, finance operations, event and program logistics, and technology infrastructure.

As a key member of the leadership team, the Director will partner closely with the Executive Director, program staff, and external stakeholders to translate vision into action, streamline organizational processes, and ensure that Cahn operates at the highest level of excellence.

This is an opportunity for a finance and operations leader who is excited by both strategic oversight and hands-on execution, and who thrives in an entrepreneurial, mission-driven environment.

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Organizational & Event Operations

- Lead the design, implementation, and continuous improvement of operational systems that support all Cahn Fellowship programs and initiatives, including logistics for all in-person and virtual sessions.
- Coordinate and manage logistics for both virtual and in-person professional learning experiences, including scheduling, venues, contracts, travel, and communication
- Serve as primary lead on event management systems (Whova, Zoom, Gantt, etc.) to ensure seamless delivery of convenings.
- Partner with program staff and vendors to execute events that are both cost-effective and high-quality.

Finance & Compliance

- Responsible for the financial health of the organization, including the maintenance of Cahn's economic model and managing outsourced contractors
- Oversee Cahn's finances, including annual budget development, monitoring and forecasting using Cahn's financial model, and oversight over Cahn's outsourced financial partner, YPTC
- Provide clear and timely financial reporting to the ED and Finance Committee
- Support fiscal design-making
- Oversee annual audits
- Manage district contracts, vendors

Technology, Systems & Administration

- Manage organizational calendar, project management tools, and technology platforms (e.g., Google, Salesforce) to increase team efficiency and collaboration.
- Oversee website content updates, partnering with the team and consultants on branding and communications
- Lead on IT security, data management, and disaster recovery planning in partnership with external consultants.
- Provide strategic recommendations to strengthen systems for knowledge management, CRM, and reporting.

Leadership & Collaboration

- Supervise and coordinate cross-functional projects, like annual budget setting and financial reporting, that involve multiple team members, consultants, and partners.
- Build strong, trusting relationships across the staff and with external stakeholders to ensure operational excellence.

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- Contribute to board engagement by preparing financial/operational reports and supporting board meetings.

REQUIREMENTS

Experience & Competencies

- 7–10+ years of progressively responsible operations, finance, or administrative leadership experience in the education or nonprofit sector.
- Proven ability to design and manage systems that improve efficiency and accountability.
- Strong financial acumen, with experience managing budgets, accounting contracts, and compliance processes.
- Excellent project management skills with the ability to move initiatives from concept to execution.
- Detail-oriented, highly organized, and adept at managing multiple priorities under tight deadlines.
- Skilled communicator with strong writing, presentation, and interpersonal abilities.
- Flexible, resourceful, and comfortable operating in a small but high-performing team.
- Commitment to equity, excellence in education, and the mission of the Cahn Fellowship.

Preferred Qualifications

- Bachelor's degree (Master's preferred) in Education, Management, Business, Nonprofit Administration, or a related field.
- Proficiency with Microsoft Office Suite, Google Workspace, and project management tools (e.g., Monday).
- Experience with finance software and event management platforms (QuickBooks, Whova, Zoom).

THE RIGHT FIT

The ideal candidate unapologetically accepts, aligns with, and advocates for the **Theory of Action and Core**

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and improving teacher effectiveness and school culture, we retain and strengthen the most effective school leaders and prepare the next generation—ultimately advancing student outcomes.

- **Core Beliefs:**

- School leadership is one of the most powerful levers for improving student success.
- Investing in high-performing principals and aspiring leaders builds strong, sustainable pipelines.
- A strong network of leaders has multiplier effects on schools, districts, and communities.

COMPENSATION & BENEFITS

- Compensation range: \$133,300 – \$172,800 annually (national range). The expected hiring range for this role is around the midpoint, typically between \$143,500 – \$156,000, depending on experience and location.
- Medical benefits (details provided upon request).
- Retirement plan (403b).
- Paid leave, including vacation, sick time, personal days, and holidays.
- Professional development opportunities.

The Cahn Fellowship is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Cahn Fellowship makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To learn more, visit: <https://www.cahnfellowship.org/>

To Apply: Send your resume and cover letter to careers@cahnfellowship.org