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Director of Finance (National Office)

Operations - Washington, District of Columbia (Hybrid)

Apply for This Job

Department **Operations**

Employment Type **Full-Time**

Minimum Experience **Senior Manager/Supervisor**

Compensation **\$110,000 - \$139,999**

Reports to: Interim Vice-President of Strategy & Operations

Job Status: Full-Time

Classification: Exempt / Salaried

Salary Range: \$110,000 - \$139,999

Location: Washington, DC

Schedule: Hybrid; 2 days onsite, 3 days remote (Special events may occur outside of regular hours)

About Generation Hope:

Generation Hope is a nonprofit organization committed to ensuring all student parents have the opportunity to succeed and achieve economic mobility. We drive systemic change by partnering with education and policy leaders while offering direct, two-generation support to teen parents in college and their children. To date, we've provided over \$1.5 million in tuition assistance, supported more than 500 teen parents in college, celebrated more than 200 degrees earned through our program, and partnered with over 30 two- and four-year institutions nationwide.

Our team culture is rooted in excellence, respect, and inclusion. Named "one of the best

nonprofits" by Spur Local, we embrace diversity in all its forms—background, thought, and experiences. If our mission and culture resonate with you, we invite you to consider joining our team. For more information, visit www.generationhope.org.

Position Summary:

The Director of Finance provides strategic and operational leadership to ensure that Generation Hope's mission is supported by strong financial stewardship. Reporting to the Vice President of Strategy & Operations (VPSO), this role translates organizational strategy into sound financial planning, leads annual and multi-year budgeting processes, and delivers timely, data-driven insights that guide executive decision-making.

The Director oversees the full range of financial management functions, including monthly close and reconciliations, internal reporting, scholarship disbursement compliance, and accounts receivable. They ensure that systems, controls, and risk management practices are robust and transparent, leveraging tools such as QuickBooks, Bill.com, and Monday.com to drive efficiency. This role also builds capacity across the organization by training staff to understand and use financial data, ensuring fair and equitable procurement practices, and partnering closely with Advancement, Program, and Operations teams to align resources with strategic priorities. Supervising the Finance Coordinator, the Director ensures clarity, compliance, and accountability in all financial processes while fostering a culture of equity, transparency, and mission-driven resource allocation.

Responsibilities:

Financial Leadership & Strategy

- Partners with the VPSO to translate organizational strategy into sound financial planning, ensuring strong alignment between mission and resources.
- Leads annual budgeting and multi-year forecasting, develops models to support growth and risk planning, and provides timely analysis and recommendations to the Executive Leadership Team.
- Works closely with the Advancement team to forecast revenue, track grant funds, and ensure financial clarity for fundraising efforts.

Financial Management & Reporting

- Manages the organization's monthly close process in collaboration with the accounting firm, ensuring reconciliations and reports are accurate, timely, and actionable.

- Collaborate with the HR Director and VPSO to review and analyze the payroll function, ensuring accuracy, compliance, and efficiency
- Prepares internal reports such as budget vs. actuals, cash flow forecasts, tuition scholarship disbursement summaries, grant/restricted fund tracking, AR aging, and dashboards highlighting liquidity, reserves, and financial trends. These reports are used to inform leadership decisions and maintain organizational health.

Tuition, Revenue, and Compliance Oversight

- Oversees tuition scholarship disbursements to colleges and universities, ensuring compliance with program and donor requirements.
- Partners with program staff to confirm eligibility, maintains accurate records, and provides audit-ready documentation.
- Manages accounts receivable, including invoicing and collections for contracts and technical assistance clients, escalating complex matters to the VPSO when necessary.

Systems, Controls & Risk Management

- Ensures strong internal controls, segregation of duties, and approval workflows, while optimizing the use of QuickBooks, Bill.com, Divvy, Monday.com, and other tools for efficiency and transparency.
- Monitors cash flow and liquidity, oversee compliance calendars, lead audit preparation, and support insurance renewals and risk mitigation strategies.

Capacity Building, Procurement & Team Leadership

- Builds organizational financial literacy by training and coaching staff to interpret budgets and use data in decision-making.
- Ensures fair and transparent procurement and vendor management processes, and promotes equity and compliance in purchasing.
- Supervises and develops the Finance Coordinator, while collaborating with advancement, program, and operations teams to align budgets with organizational priorities.

Required Qualifications:

- Bachelor's degree in Accounting, Finance, or related field required; CPA, MBA, or equivalent advanced credential strongly preferred.

- 7–10 years of progressive experience in nonprofit or mission-driven financial management, including budgeting, forecasting, and reporting.
- Advanced proficiency with QuickBooks Online, Bill.com, Divvy and Microsoft Excel (pivot tables, formulas, modeling).

Competencies:

- Demonstrated experience leading audits, managing compliance with restricted funds, and working with external accounting firms.
- Proven success in supervising staff and building organizational capacity in financial literacy and systems use.
- Familiarity with project management and workflow platforms (e.g., Monday.com, Google Workspace).
- Strong command of GAAP and nonprofit accounting standards, including grant and restricted fund management.
- Ability to design and interpret dashboards, cash flow models, and multi-year forecasts.
- Strategic thinker with the ability to connect financial planning to organizational mission and growth.
- Highly detail-oriented with strong judgment, problem-solving skills, and ability to manage multiple priorities independently.
- Skilled communicator who can explain financial concepts clearly to non-financial staff and leadership.
- Commitment to equity and transparency in financial practices, procurement, and vendor management.
- Ability to build trust, manage confidential information, and maintain high standards of integrity.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 10lbs at times.

Work Environment: Normal office environment. Some work will take place offsite.

Travel:

- This position requires regular overnight travel for activities such as meetings, classes, and workshops in and out of the DC Metro area. Must be able to travel (via plane, train, or car) to attend trainings, conferences, project sites, and related activities.
- This position requires national, overnight travel approximately 25% of the time.

Candidates must be able to meet the onsite work schedule by the start date.

Benefits: Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers.

To apply, please complete the online application [here](#).

EOE Statement:

Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.

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