



DIVERSITY. EMPOWERMENT. STEM.

Chief Administrative Officer

Our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands on curriculum our girls discover the endless opportunities available to them in STEM.

Reporting to the CEO and serving as an integral member of the senior management team, the Chief Administrative Officer (CAO) will be responsible for the development of Project Scientist's financial management, operational efficiencies, human resource management, and contribute to the development of the organization's strategic goals. In addition to the strategic components, the CAO will be charged with developing and implementing more sophisticated policies and procedures both in the finance, HR, and general operational realms. This is an outstanding opportunity for a finance executive with operational and HR experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization.

We're looking for individuals with the skills to:

Strategy, Vision and Leadership

- Advise the CEO and other key members of senior management on financial planning, budgeting, cash flow, and policy matters.
- Serve as the management liaison to the board, audit committee, finance committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
- Contribute to the development of Project Scientist's strategic goals and objectives as well as the overall management of the organization.

- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking and contract negotiations.

Team Development/Leadership

- Oversee, direct, and organize the work of the finance and operations teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Lead organization in hiring and training.

Operations

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, audit and procedures.
- Plan, coordinate, and execute the annual budget process.
- Ensure that Project Scientist is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to Project Scientist's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing.

Position Qualifications

- A commitment to help girls grow, learn, and connect to STEM.
- Business or Accounting degree, or equivalent industry experience
- Master's in business administration is preferred

- CPA preferred
- Minimum 5 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Project Scientist's board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker

To apply for the role, please email your résumé to **hiring@projectscientist.org**. Applications will be reviewed and qualified candidates will move forward with a phone or in-person interview.