



Position Description: E3 Alliance – Vice President of Finance and Operations (VPFO)

Classification: Professional - Full Time/Part Time, Exempt

Direct Supervisor: E3 Alliance, President and Executive Director

About E3 Alliance:

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Trustworthy | Collaborative | Intentional | Resolute

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2026 designation for the 6th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

Position Overview

E3 Alliance is searching for a **Vice President of Finance and Operations (VPFO)**. E3 Alliance is entering a pivotal moment – one defined by continued growth, bold aspirations, and the advancement of its mission and vision. The incoming VPFO will be a key strategic partner to the President/Executive Director and senior leadership team – helping shape E3’s long-term financial direction and ensuring the organization is equipped to meet its growing ambitions. They will lead the development and execution of financial, operational, and systems strategies aligned to mission and strategic goals.

The VPFO will be a proactive thought partner, advising the ED and Board of Directors on financial planning, risk management, and operational efficiencies. They will oversee finance, human resources, operations, and IT, ensuring the organization remains agile, effective, and resilient.

Required Specific Skills

Technical Skills:

- Advanced financial planning and analysis (FP&A)
- Proficiency in QuickBooks or other general ledger software to record financial transactions, reconcile accounts, maintain financial records, generate reports, and support closing processes.

- Strategic budgeting, forecasting, and multi-year financial planning
- Financial modeling and scenario analysis
- Internal controls, risk management, and compliance
- Cash flow management
- Operational strategy and business process optimization
- KPI development, dashboard reporting, and performance metrics
- Advanced proficiency in Microsoft Office Suite (i.e., Excel, Outlook, and Teams), with expert-level Excel skills for financial modeling, data analysis, reporting, and dashboard development.

Professional Skills:

- Executive leadership and strategic decision making
- Financial and operational business acumen
- Strategic planning and organizational leadership
- Cross-functional collaboration and relationship building
- Critical thinking and complex problem-solving
- Performance management, accountability, and process improvement
- Strong verbal, written, and presentational skills

Required Education & Experience:

- Bachelor's degree in business administration, finance, or related field.
- Certified Public Accountant (CPA) designation.
- 10+ years of senior management experience in finance and operations, preferably in a nonprofit organization.
- Proven experience developing and implementing strategic plans for finance and operations.
- Advanced proficiency in financial management software and reporting tools.
- Effective communication skills, with the ability to present complex financial information clearly to diverse stakeholders.

Preferred Qualifications:

- Master's degree in business administration, finance, or related field.
- Experience in board governance, including preparing and presenting reports to boards and committees.
- Proven record of driving organizational growth and operational excellence.
- Experience in mentoring and developing teams across finance and operational functions.

Duties and Responsibilities:

PRIMARY RESPONSIBILITIES

- Leverage financial and operational data to optimize resource allocation.
- Develop and maintain key performance indicators (KPIs), dashboards, and data collection processes to improve visibility, accountability, and performance against strategic goals.
- Translate complex financial and operational data into clear insights that inform strategic planning.

- Foster a culture of accountability and continuous improvement by embedding data-driven practices into core finance, HR, and operational functions.
- Lead cross-functional efforts to modernize technology platforms, streamline workflows, and reduce administrative burden.
- Ensure financial and HR systems align with the organization's values of transparency, accountability, and equity.
- Foster integration across departments to break down silos and enhance collaboration, communication, and efficiency.
- Function as a thought leader in the nonprofit and education sectors, contributing expertise on sustainable financial practices, operational innovation, and equity-centered organizational design.
- Build trust and alignment across diverse stakeholders through clear communication, strategic influence, and a commitment to transparency.
- Supports the Executive Director and Board with expert guidance on financial and operational matters. Serve as primary liaison to the Finance Committee, and support other committees as needed.

PRIMARY DUTIES

Strategic Leadership

- Partner with the ED and Board of Directors to develop long-term financial and operational strategies to support E3 Alliance's mission.
- Serve as a strategic advisor on financial planning, budgeting, cash flow, investments, risk management, and operational priorities.
- Actively contributes to the organization's strategic planning process, ensuring alignment of finance and operations with programmatic goals.
- Represent the organization externally in high-level negotiations related to banking, insurance, facilities, and other financial or operational partnerships.
- Co-lead enterprise risk management with the ED, maintaining risk and mitigation plans, compliance frameworks, and organizational goals.

Financial Oversight

- Lead the organization's financial management function, including accounting, budgeting, financial planning and analysis (FP&A), forecasting, financial reporting, treasury management, audit oversight, tax compliance, regulatory compliance, and the development and maintenance of effective internal controls and financial governance practices.
- Direct the annual operating budget and multiyear financial planning processes, ensuring alignment with organizational strategy, operational priorities, funding requirements, and long-term financial sustainability.
- Oversee the preparation and delivery of accurate, timely, and transparent financial statements, management reports, dashboards, and analyses that support strategic decision-making and meet internal and external reporting requirements.
- Present financial performance, forecasts, risk assessments, and strategic recommendations to the Board of Directors, Finance Committee, Executive Director, and senior leadership team.

- Ensure compliance with Generally Accepted Accounting Principles (GAAP), nonprofit financial regulations, grant requirements, tax reporting obligations, and organizational policies; continuously evaluate and strengthen internal controls and financial policies.
- Partner with department leaders and Senior Directors to develop, monitor, and manage departmental budgets, ensuring expenditures align with approved budgets, grant agreements, restricted funding requirements, and organizational financial policies.
- Monitor organizational cash flow, liquidity, and working capital to ensure compliance with E3 Alliance's bylaws, reserve policies, and cash management practices while supporting operational needs.
- Oversee treasury operations, including cash flow forecasting, liquidity planning, banking relationships, investment and reserve management, and adherence to approved financial policies.
- Provide executive leadership for General Ledger modernization and financial systems initiatives, including ERP implementation, process optimization, change management, chart of accounts governance, and financial reporting enhancements to improve operational efficiency, data integrity, and decision support.

Operational Leadership

- Oversee organizational systems, policies, and procedures to improve efficiency and support scalability.
- Identify opportunities to improve operational processes and systems, including information technology solutions. Ensure organization-wide adherence to internal policies, documentation, and audit-ready processes.
- Lead, mentor, and develop a high-performing finance and operations team.
- Foster a culture of high performance, collaboration, and continuous improvement.

Human Resources & Organizational Development

- Provide strategic leadership, coaching, and development for the finance and operations team, fostering a high-performing, accountable, and collaborative work environment.
- Oversee talent acquisition, onboarding, performance management, employee development, succession planning, and retention strategies to build organizational capacity.
- Co-design and implement performance management systems, metrics, and evaluation processes that align individual and team performance with organizational priorities and strategic objectives.
- Co-lead initiatives that strengthen employee engagement, organizational effectiveness, leadership development, and a positive workplace culture.
- Champion and model E3 Alliance's core values—**Trustworthy, Resolute, Collaborative, and Intentional**—embedding them into organizational practices, decision-making, and employee experience.
- Partner with the Executive Director and senior leadership team to lead organizational change management initiatives, strengthen leadership capacity, and support the organization's continued growth, operational maturity, and evolving strategic priorities.

Risk Management

- Lead the organization's enterprise risk management efforts by identifying, assessing, and mitigating financial, operational, compliance, and organizational risks that may impact strategic and operational objectives.
- Develop, implement, and continuously strengthen risk management frameworks, internal controls, and business continuity practices to safeguard organizational assets and ensure operational resilience.
- Ensure compliance with all legal and regulatory requirements, as well as nonprofit standards across finance, HR, and operations.
- Ensure all cash management and investment activities adhere to Board-approved investment and reserve policies, maintaining a conservative risk tolerance that prioritizes liquidity, capital preservation, and fiduciary stewardship.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$150,000 - \$165,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

To be considered for this position applicants must complete both of the following steps:

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#), includes uploading your resume and a compelling letter of interest