



Position Announcement

Chief Financial Officer

Education Week

Bethesda, MD

Education Week is seeking a dynamic, experienced, and transformational executive to lead the organization's growing financial and administrative operations. This person will provide strategic guidance as a member of the senior leadership team, as well as direct the finance, accounting, financial analytics, and facilities functions that support Education Week as a leading authority in education, empowering educators, policymakers, and business leaders to make an equitable – and excellent – education for all students a reality.

THE ORGANIZATION

Education Week, flagship brand and product of Editorial Projects in Education, Inc., has a 41-year history of serving the nation with independent and highly respected journalism, research, data, and community.

As the pre-eminent resource in the field, *Education Week* engages readers with news, analysis, outside opinion, and explanatory journalism across platforms. Its reach is unique in its breadth and depth, serving policymakers and practitioners in the pre-K-12 system and across a range of government agencies, legislative bodies, state executives, and public and private institutions that effectively set the agenda for American elementary and secondary education.

EdWeek Market Brief, our digital intelligence report for education business leaders, provides original reporting, deep analysis and proprietary, data-driven research on school district purchasing and priorities.

And *EdWeek Top School Jobs* connects the nation's leading educators and business leaders with career insights and high-profile and in-demand professional opportunities.



Education Week is headquartered in Bethesda, MD and includes a staff of over 90 team members. It is an entrepreneurial non-profit media organization with a double bottom-line focus. We combine a mission orientation with a strong desire to continuously improve our products, increase our impact, and ensure our sustainability, with the goal of improving U.S. pre-K-12 education. The current annual operating budget is \$22

million, with 75 percent of revenue coming from subscribers and advertisers. Remaining support comes from a committed group of philanthropic funders. For additional information, please visit www.edweek.org.

THE POSITION

Reporting to the CEO, the Chief Financial Officer (CFO) is an integral member of the leadership team and a strategic advisor to the CEO. The leadership team is comprised of nine individuals

leading the organization's core functions across editorial, audience engagement and analytics, technology, development and fundraising, human resources, marketing and events, advertising and marketing solutions, and finance. The CFO oversees the four-person finance and accounting team as well as a robust team of outside advisors and partners.

The CFO works closely with the CEO on a range of operational and strategic issues, plays a critical role in partnering with other senior leaders to advance strategic decisions and operations, and provides important support to the Board of Trustees and its Audit Committee.

The CFO also leads and manages the organization's accounting, finance, investment, and facility/real estate functions. The CFO recommends and implements strategies and policies that position the organization to evolve and operate entrepreneurially and to take advantage of opportunities in a rapidly evolving environment, while limiting organizational risk and liability.

Key Priorities

The CFO will step into an organization with a reputation for excellence in the pre-K-12 field, strong financial health, and a culture that values collaboration and innovation. Key priorities for the CFO include:

- Understanding primary business lines and revenue streams
- Delivering strategic thinking and innovation that drive business planning and results
- Elevating the finance and accounting department's contributions to include forecasting and financial modeling
- Leveraging technology to streamline functions and to create business value

Key Responsibilities

Organizational Leadership

- Serve on the organization's leadership team, helping to develop and execute business plans and strategies that advance our priorities and impact
- Serve as a strategic thought partner and collaborator with the leadership team to advance priorities and develop financial models, operations innovations, and implementation plans that support the organization's evolution and sustainability
- Staff the Audit Committee and provide financial reports to the Board of Trustees
- Lead the evaluation and development of cost-effective and efficient systems and processes that maximize return on investment and organizational impact

Finance & Accounting Management & Reporting

- Manage the organization's finances to meet organizational goals as set forth in the annual budget, the reforecast (as required), and organization objectives
- Provide strategic financial statement analysis, monitor trends, and generate information to support actionable recommendations
- Oversee the general accounting and reporting systems to ensure the organization's assets are safeguarded with effective processes, procedures, and policies
- Oversee the annual financial audit and the proper filing of tax forms and reports
- Manage the corporate insurance program

Finance Planning & Policy

- Prepare the annual budget and reforecasts to meet strategic and financial objectives, working collaboratively with the accounting team, business line managers and department directors
- Monitor progress toward budget and present operational metrics
- Manage cash flow and forecasting
- Oversee cash, investment, and asset management; work closely with the investment advisor to ensure compliance with the Investment Policy and Guidelines
- Manage all external financial and accounting relationships including bank representatives, investment representatives, and financial consultants
- Ensure strong knowledge and application of non-profit accounting practices

Building Management

- Manage the building budget to support business goals and to ensure that the asset is appropriately maintained and generates tenant income
- Oversee the property management company and relationships with tenants, relying on the property management company as frontline point of contact
- Select and manage real estate brokers to market vacant space to potential tenants

Team Management/Relationship Building

- Cultivate and steward key relationships with external stakeholders including investment advisor, building management company, insurance broker, etc.
- Manage and support the professional development of the finance and accounting team, including continual investment in the CFO's professional development
- Strengthen the finance and accounting team to be highly effective in achieving financial goals. Supervisory oversight includes mentorship, coaching, feedback, effective delegation, and talent and professional development initiatives to support staff and their regular evaluations, setting and establishing meaningful goals and objectives

Tools

Education Week uses a variety of technology to support finance and accounting: Salesforce and Financial Force, MS Office 365, Namely, Pelcro, Stripe, Recurly and Authorize.net.

Experience and Attributes

Successful candidates will bring a variety of experiences and attributes to Education Week:

- Bachelor's degree required, with a degree in finance, business, or non-profit management or related field preferred; MBA and/or CPA a plus
- 10+ years' progressive management experience in financial positions in organizations with annual operating budgets of \$10 million or more, with demonstrated excellence in managing finance, accounting, budgeting, and reporting responsibilities
- Experience with media/information industry and/or related revenue streams
- Experience with non-profit organizations a plus
- Understanding of foundation and corporate grant accounting and reporting helpful

- Executive presence, with strong communication and relationship building skills and the ability to prioritize, negotiate and work with a variety of stakeholders
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals. Supervisory experience that includes team building, talent management, and leadership development
- Strategic thinker, excellent listener, intellectually curious, and analytical with ability to extract implications from data and present analysis clearly and concisely
- Extremely ethical, with high level of integrity
- Committed to working with people of diverse backgrounds, cultures, and perspectives

BENEFITS AND PERKS

Education Week is a vibrant workplace that is conveniently located in downtown Bethesda, Maryland. We are within walking distance of restaurants and shops, the Metro, and we are adjacent to The Capital Crescent Trail. During the post-pandemic era, our staff has continued to work primarily in a remote posture. We are working one to two days per week in the office as we learn from and refine our Future of Work strategy.

We offer a competitive salary with variable and non-variable pay options. Education Week offers a competitive benefits package including health and dental insurance, a 401(k), PTO, and tuition assistance. We value innovation, leadership, and forward-thinking, and provide a friendly and intellectually challenging work environment where employees can thrive and grow.

APPLICATION PROCESS

To apply, upload resume and cover letter by clicking [here](#). For other inquiries, contact Adrienne O'Rourke at adrienne.orourke@marcumllp.com. No other application materials will be reviewed at this time. Resume reviews begin immediately.

Education Week is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a diverse and multicultural work environment. If you feel comfortable doing so, please note which pronouns you use in your application.

About Marcum's Nonprofit & Social Sector Group

On behalf of Education Week, Marcum's Nonprofit & Social Sector Group is working with the CEO to advance the search. Founded in 1984, we are, and always have been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies like Education Week. Learn more about our work at www.marcumllp.com/industries/nonprofit-social-sector.