

## CHIEF FINANCIAL OFFICER

<b>Reports To:</b> CEO	<b>FLSA Status:</b> Exempt
<b>Salary Range:</b> \$195,000 - \$210,000	<b>Employment Classification:</b> Full Time

### OUR PURPOSE & IMPACT

The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high quality education – no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since our founding in 2006, we've launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

### WHO WE ARE & HOW WE WORK

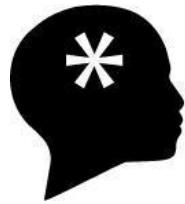
At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

### OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.

### YOUR IMPACT

The Chief Financial Officer (CFO) serves as a strategic and operational leader responsible for safeguarding the financial health, integrity, and sustainability of The Mind Trust. The CFO ensures sound financial management, compliance with accounting standards and tax regulations, and strong internal controls that reflect the organization's values of transparency and accountability. This role provides strategic financial insight to the CEO and Board of Directors supporting informed decision-making that advances The Mind Trust's mission. The CFO also mentors and develops financial and operational leaders within The Mind Trust, promotes operational excellence, and fosters collaboration between finance, programs, and development teams to ensure resources are effectively stewarded to achieve lasting impact.



# The Mind Trust

## HOW YOU WILL SUCCEED

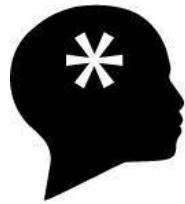
*Serve as a key member of the executive leadership team, overseeing execution of efforts to ensure financial viability, sustainability, and excellent stewardship of funds.*

### Strategic Responsibilities

- Foster a culture of integrity, accountability, and continuous improvement within The Mind Trust's Finance and Operations team.
- Mentor and develop leaders within the Finance and Operations team, promoting shared learning and alignment with The Mind Trust's mission and values.
- Model ethical leadership and collaboration, ensuring that financial stewardship reflects The Mind Trust's commitment to transparency, inclusion, and excellence.
- Develop and deliver timely, data-driven insights and analysis to guide decision-making by the CEO, Board of Directors, and the executive leadership team.
- Advise on the financial implications of contracts, partnerships, and new initiatives, ensuring prudent risk management and alignment with strategic goals.
- Support The Mind Trust's development and national partnership teams by providing financial expertise, strategic modeling, and guidance to ensure sustainable growth and impact.
- Participate actively in executive leadership meetings, contributing to cross-functional planning, organizational learning, and strategic discussions.
- Make recommendations for financial implications and feasibility of proposed and potential strategies.

### Financial Management

- Partner with the CEO and executive leadership team, as well as program teams, to develop and oversee The Mind Trust's annual operating budget.
- Oversee approved annual operating budget through monthly meetings with CEO and executive leadership team members who manage functional area budgets throughout the fiscal year
- Review and oversee development of The Mind Trust's financials monthly and provide regular updates to CEO on financial performance.
- Drive The Mind Trust's financial planning and manage investment strategy by implementing new strategies to maximize The Mind Trust's return on investments.
- Oversee the annual external audit and IRS 990 preparation.
- Establish and oversee robust internal control systems that ensure compliance with GAAP and all applicable tax laws and regulations.
- Consider the financial impact of policy measures and take the initiative to make decisions and find solutions as needed.
- Develop, implement, and continuously improve accounting policies, procedures, and internal controls to strengthen financial accuracy, transparency, and accountability.
- Manage relationships with external auditors, bookkeepers, financial institutions, the external investment management team, and other key partners to ensure compliance, reliability, and trust across all entities.
- Assess and mitigate financial risks while identifying opportunities to enhance efficiency and sustainability across The Mind Trust.
- Oversee and support the implementation and optimization of financial systems and technology to enhance efficiencies, data integrity, accessibility, and informed decision-making.



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- Oversee the review of contracts and agreements to ensure appropriate financial protections for the organization.

## **Outside Counsel and Contracts**

- Oversee relationship with outside legal counsel for all organizational legal needs related to contracts and finances.
- Oversee The Mind Trust's contract procurement, development, executive and implementation processes.

## **Development Responsibilities**

- Lead and perform in-depth financial analysis to advise the Development team on goals and revenue targets.
- Oversee the development of fundraising budgets for all proposals in conjunction with the Development team.
- Oversee the preparation reports by the Senior Director of Finance for existing funders to satisfy all funder reporting requirements.

## **Board of Directors Management**

- Coordinate development of materials and communication with the full Board of Directors for the Finance and Operations team for all Board and Committee meetings
- Coordinate and develop all materials and communication for the Board-level Finance and Audit Committee and Compensation Committee meetings.
- Research and prepare annual compensation study and relevant materials for Compensation Committee for annual CEO compensation review
- Provide accurate and timely financial reporting to the Board of Directors and all committees, including regular updates on budget performance, forecasts, fundraising progress, and financial risks and opportunities.
- Collaborate with the CEO and Board to develop financial strategies, policies, and reporting mechanisms aligned with The Mind Trust's mission and long-term sustainability.
- Serve as a strategic advisor to the Board and the Finance and Audit Committees, contributing insights that inform key governance and strategic decisions.

## **Staff Management**

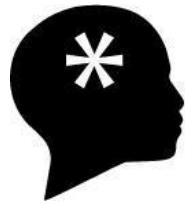
- Oversee and manage members of the Finance and Operations team.

*Perform additional duties, as assigned*

## **WHAT YOU BRING TO THE ROLE**

### **Essential Skills, Experience, & Attributes**

- CPA and/or MBA required, with a bachelor's degree in accounting, finance, or a related field strongly preferred.
- Minimum of five years in progressively responsible senior leadership roles in accounting, finance, and operations.
- Not-for-profit accounting, tax compliance, and grant management experience required.



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- Proven track record of presenting to and partnering with Boards of Directors and Finance and Audit Committees.
- Exceptional analytical, strategic, and problem-solving skills, with the ability to translate data into actionable insights.
- Strong negotiation, influencing, and stakeholder management skills.
- Deep understanding of internal controls, risk management, and regulatory compliance.
- Advanced proficiency in QuickBooks, Excel and financial systems; familiarity with automation tools
- Experience leading and developing high-performing, diverse teams across multiple geographies.
- Deep understanding of and alignment with The Mind Trust's core values and core beliefs.
- Experience successfully managing teams and cross-functional projects.
- Highly organized with strong attention to detail and demonstrated ability to manage several simultaneous tasks and projects.
- Excellent written and verbal communication skills.
- Ability to operate with autonomy and function in a high-energy, dynamic environment
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue.
- Dedication to embracing new ideas to drive educational transformation.
- A collaborative spirit and the ability to work effectively in teams and build meaningful relationships with stakeholders.
- Knowledge of education policy and reform, education entrepreneurship, and the charter school sector preferred.

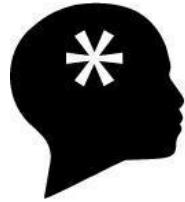
## WHAT WE OFFER

At The Mind Trust, we support and prioritize the wellbeing and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, wellbeing, and professional growth.

- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace

## PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to, remaining stationary for extended periods, occasional movement



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throughout the department, and occasional transport of objects weighing less than **20** pounds. This position requires the ability to communicate to exchange accurate information with others.

## **EQUAL EMPLOYMENT OPPORTUNITY**

*The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

Interested candidates should send a resume and cover letter to The Mind Trust's CEO, Brandon Brown at [careers@themindtrust.org](mailto:careers@themindtrust.org).

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).