



Work differently. Join Spark.

Are you ready to work for a different type of nonprofit? Spark offers rewarding careers for hard-working professionals who want to bridge the opportunity gap for underserved students; connect with professionals in industries from architecture, to technology, to the culinary arts; and collaborate with dynamic local and national teams. Join a creative, energetic and dedicated group focused on helping seventh and eighth grade students stay engaged in school, on track for success and ready for exciting career possibilities.

Spark's supportive National Team is dispersed throughout all four regional offices - San Francisco Bay Area, Los Angeles, Chicago and Philadelphia - to provide coaching, cross functional learning, leadership and resources. As a tech-savvy organization, Spark's infrastructure integrates platforms including Salesforce, Gmail and DropBox to increase efficiency. Spark values work as a rewarding part of a balanced lifestyle and encourages team members to take advantage of a unique benefits package that includes unlimited personal time off and work schedule flexibility.

Join Spark & lead a proven program that's poised for growth.

CANDIDATE PROFILE & CORE VALUES

We're proud of our high-energy, strategic, collaborative and solutions-oriented team

Spark seeks a **Controller** for our National Region.

To accelerate a career in the education and nonprofit sectors, and help Spark fulfill its mission, successful candidates will demonstrate exceptional team and project management skills, relationship building prowess, innovative thinking and a make-it-work mentality. Candidates will also embody Spark's Core Values: be a student and a mentor, work with passion and compassion, commit to collaboration and diversity, aim high and true, and trust and respect in all relationships.

POSITION OVERVIEW

What you need to know about your role at Spark

Reporting to the Director of Talent and Human Resources, the Controller will be the primary manager of Spark's financial processes and provider of fiscal oversight. This position will communicate financial policies and data to internal users including regional leaders and the Executive Team, and will also provide external communications and reporting to the Board of Directors. The Controller will coordinate with team leaders across the organization to create the annual budget and audit, and support Spark's development staff create and track grant budgets.

COMPENSATION & BENEFITS

Spark invests in people

- **Salary:** Commensurate with experience.
- **Health Benefits:** Full health coverage is provided, including medical, dental and vision no more 30 days after an employee's first day. Spark covers up to 100% of monthly premiums, and a portion of the monthly



premiums for dependents. Employee-funded flexible spending accounts for health and dependent care are offered. A life insurance policy providing \$50,000 of coverage is also included.

- **Learning Benefits:** Spark highly values staff's learning pursuits. Priority is placed on opportunities to pursue your choice of professional training opportunities, including workshops, conferences, etc.
- **Retirement Benefits:** For all contributions through Spark's current 401K plan, Spark will match retirement contributions dollar-for-dollar up to 4% of total salary in 2017.
- **Paid Time Off:** Spark has a unique flexible time-off policy, which empowers staff to collaboratively determine and schedule time off as needed. Spark staff may take time off based on the status of their work-related goals and results within the organization. This policy is part of Spark's focus on a balanced and healthy life for staff.
- **Non-Monetary Compensation:** The opportunity to be an integral member of an energetic, innovative, hard-working and rapidly growing team, within an organization that has the potential to significantly change American middle-school education.

QUALIFICATIONS

What it takes to be a member of the Spark team

- Bachelor's degree required; relevant graduate degree preferred;
- Management-level experience in a fast-paced, growth-oriented organization; for-profit experience is welcomed;
- Familiarity with finance and accounting principles and analysis, with proficiency in a financial management software package (experience in QuickBooks and Salesforce a bonus)
- Experience managing foundation, government, and individual funding, including interpreting and tracking any funding restrictions;
- Sophisticated communication skills and the ability to relay complex financial concepts to non-finance professionals;
- Strategic and process-oriented mindset, able to build and manage systems and processes that will sustainably enable Spark's growth and encourage fiscal responsibility and oversight;
- Demonstrated ability to design and manage complex projects involving many personnel, and deliver outcomes;
- Experience managing an audit and budget process;
- Legally eligible to work in the United States; no sponsorship provided.
- In addition, to be successful as a member of the Spark team in this role, you will:
 - Have a strong desire to impact an up-and-coming nonprofit organization;
 - Thrive in a fast-paced, entrepreneurial environment, operating with a results-orientation and exceptional attention to detail;
 - Have a proactive personality; no work is 'beneath' you and you are eager to serve others, rolling up your sleeves when necessary;
 - Demonstrate mature judgment, with a high level of personal and professional integrity and trustworthiness;



- Have a sense of humor, even under stress;
- Be comfortable giving and receiving honest, constructive feedback;
- Value relationships and accountability, empowering others to achieve superior results.

CORE RESPONSIBILITIES

Here's a glimpse at your future to-do list. Your time and talent will help deepen our impact, expand our reach and make more bright futures possible.

Lead Spark's regular accounting and bookkeeping processes

- Record all revenue and expenses for the organization and work with CPA partner to close Spark's financial records on a monthly and annual basis.
- Track grant funding to ensure all donor-imposed restrictions are met and that revenue is released appropriately.
- Maintain financial projection tools to ensure future expenses are adequately tracked and reported to budget managers and the Board of Directors.
- Enhance Spark's financial management and accounting systems, ensuring that Spark maximizes the use of financial data for effective decision-making throughout the organization, providing key decision-makers - e.g. regional Executive Directors - with budget-to-actuals and other essential decision-making data.
- Work with development staff to create grant budgets and financial reports for funders.

Manage the organization's large-scale financial projects

- Work with audit firm to create annual budget; develop all schedules and reconciliations and provide all documentation required by the auditors.
- Coordinate Spark's annual budget process by incorporating feedback from all regions and departments; organize and analyze budget information for review by the Executive Team and Budget Committee; lead in the creation of budget narratives and support documents for final presentation to the Board of Directors.
- Communicate complex financial concepts to non-finance staff and stakeholders; implement trainings as necessary to further support Spark staff's understanding of and adherence to financial processes and policies.



**A UNIQUE & PROVEN
MENTORING MODEL
IN EDUCATION**

Keeping middle grades
students engaged, on
track and ready for
success

As young teens transition to young adults, it's the best time to show them what's possible. It's also a time when 7th, 8th and 9th grade students from underserved communities risk academic disengagement.

Spark (sparkprogram.org) is a national nonprofit with a proven model designed to intervene early and reach students in the middle grades at this critical inflection point. Spark emboldens more than 1,000 students annually to succeed in high school and beyond by connecting them with mentors in leading workplaces and inspiring their academic journey. One-to-one mentorships are supplemented with skill building, workshops and resources for students and their families.

Supported by more than 80 hours of powerful, hands-on programming, 92% of Spark students have graduated or are on track to graduate on time, compared to an average of 68% in the districts Spark serves.

Spark mentors and partners also benefit with volunteers gaining leadership experience, businesses connecting with local communities and schools gaining experiential learning opportunities. Together, Spark and its partners empower the next generation to perform better in school, graduate on time and succeed in career and life.

**TELL US WHY YOU ARE
PERFECT FOR THIS JOB**

We want to hear all
about you and your
experience

Applications will be accepted on a rolling basis with a targeted start date of April 24, 2017. **To Apply:** Please email your resume and cover letter to dmartin@sparkprogram.org. Please indicate "**Controller, National**" as well as ***your name*** in the subject line.

Spark is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit; we strongly encourage and seek qualified applications from underrepresented groups.