

Associação Worldfund Brasil

Finance and Operations Director

Based in São Paulo, Brazil

The Finance and Operations Director will be responsible for all operational and financial oversight of the Worldfund Brazil office, contribution to grant proposals and reports, management of human resources, program budgets, and streamlining best practices across Worldfund, in collaboration with the Worldfund Mexico and NY finance and operations teams, the STEM Program Director, and the Deputy Executive Director (DED) of Worldfund. This position reports to the Mexico Worldfund Finance and Operations Director and to the Worldfund DED in New York, and serves as a member of the Worldfund Brazil Management Team.

Responsibilities

- Oversee financial management, medium term planning, operational systems, policies and procedures and controls in support of Worldfund's mission
- Manage all budgets, including individual program budgets
- Manage information collection, facilitate translations and Metrics and Evaluation information for donor proposals and reports
- Oversee relationship with Brazilian accountants and auditors
- Provide excellent financial and administrative communication with Brazil board and staff
- Serve as primary liaison to legal counsel in addressing legal issues - e.g. copyright, governing instruments, partnerships, licensing, etc.

Responsibilities by Function Financial Management

- Manage fiscal year annual budget and monitor cash flow
- Oversee monthly and quarterly assessments and forecast of organization's financial performance against budget. Set financial and operational goals. Oversee short and long-term financial and managerial reporting
- Manage day to day processing of accounts receivable and payable, produce reports as requested
- Manage grantor contracts and prepare financial reports to donors and partners by deadlines
- Administer employee benefits and payroll
- Maintain and monitor all fundraising (Raiser's Edge) and accounting systems (Fund EZ) and Metrics and Evaluation (Caspio) procedures capturing all pledges, billings and receipts, and program impacts

Organizational Effectiveness

- Increase the effectiveness and efficiency of support services functions through improvements to each function

- Drive initiatives within the management team and organizationally that contribute to long-term operational excellence
- Provide support services on matters related to fundraising, tax and insurance questions, and business structure and growth
- Contribute to short and long-term organizational planning and strategy as a member of the management team

Qualifications

- Commitment to social justice, particularly to education and Worldfund's mission
- Proven experience in financial management with budget development and oversight experience
- Knowledge of Non-Profit Financial Organizations: Restricted Funds, Unrestricted, Temporarily Restricted, etc.
- Excellent computer skills and proficiency in Excel, Word, Outlook, PowerPoint, etc.
- Excellent communication skills in Portuguese and English (and preferably Spanish); both verbal and written
- Knowledge of government contract management and experience in organizational effectiveness, operations management and implementing best practices
- Demonstrated leadership in managing employees, fostering teams, and leading major projects and initiatives
- Excellent interpersonal skills, in particular with a collaborative management style. Open to direction and a commitment to execution excellence
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status in Brazil
- Great attention to detail and facts, proven ability to analyse situations from several points of view

About Worldfund

Worldfund's mission, since its founding in 2002, is to raise the quality and relevance of education in Latin America – the key to transforming lives and breaking the cycle of poverty. Worldfund delivers intensive training to public school teachers and principals. Worldfund works in partnership with state governments to grow its three programs - IAPE (English language teachers), LISTO (principal leadership training), and STEM (science and math teachers) - to scale across entire school systems, while bringing private corporations to the table to invest resources and expertise. Our programs impact over three million children in Brazil and Mexico. Worldfund has offices in New York City, Mexico, and Brazil, employing 30 full-time professionals and many dozens of part-time trainers. Worldfund's operating budget is in the \$6 million range.

If interested, please send CV to: idesgualdo@worldfund.org