Job Posting: Director of Finance Operations, Non-Profit

Position Description

The Director of Finance Operations (Director) serves as a key member of the Astronaut Scholarship Foundation (ASF) leadership team and is responsible for the strategic leadership, management, and oversight of the organization's financial and operational functions.

Reporting directly to the President & CEO, the Director provides leadership in financial planning, budgeting, forecasting, compliance, risk management, operational excellence, and organizational effectiveness. This position serves as a trusted advisor to the President & CEO, Board of Directors, and Finance Committee, ensuring the financial health, sustainability, and operational efficiency of the organization.

This position plays a critical role in supporting ASF's mission by developing financial strategies, implementing sound business practices, maintaining strong internal controls, and providing data-driven insights that support strategic decision-making and long-term organizational growth.

Key Responsibilities

Strategic Leadership & Organizational Planning

- Serve as a strategic partner to the President & CEO and leadership team in advancing ASF's mission, vision, and strategic objectives.
- Provide financial analysis, forecasting, and recommendations to support organizational planning and decision-making.
- Contribute to the development and implementation of ASF's strategic plan and organizational goals.
- Maintain open communication with the President & CEO regarding critical financial, operational, and organizational matters.
- Represent ASF externally as needed with financial institutions, vendors, partners, and stakeholders.
- Participate in and support ASF's signature events, including the U.S. Astronaut Hall of Fame Induction and the Innovators Symposium and Gala.

Financial Management and Stewardship

- Lead the development, implementation, and oversight of all financial management strategies and processes.
- Advise the President & CEO and leadership team on budgeting, cash flow management, investment priorities, financial planning, and fiscal policies.
- Ensure the organization's financial resources are managed responsibly and strategically to support mission delivery and long-term sustainability.
- Develop and maintain accurate financial forecasting models and reporting tools.
- Monitor organizational financial performance and recommend proactive strategies to address opportunities and risks.
- Oversee treasury management, banking relationships, investments, payroll, accounts payable, purchasing, grants processing, and other financial operations.
- Ensure timely and accurate preparation of monthly, quarterly, and annual financial reports.

Board & Finance Committee Relations

- Serve as the primary staff liaison to the Board of Directors and Finance Committee on financial and operational matters.

- Prepare and present financial reports, forecasts, budgets, and strategic analyses to the Board and Finance Committee.
- Communicate complex financial information in a clear and actionable manner to support informed governance and decision-making.
- Provide regular updates on financial performance, organizational risks, strategic initiatives, and operational effectiveness.

Budgeting & Financial Planning

- Lead the annual budgeting process in collaboration with the ASF team.
- Ensure budgets align with strategic priorities, organizational goals, and available resources
- Monitor budget performance throughout the year and recommend adjustments as necessary.
- Provide ongoing financial analysis to support program investments and organizational growth.
- Assess financial performance against budget and strategic objectives and communicate findings to leadership and the Board.

Operations & Organizational Effectiveness

- Develop, implement, and continuously improve policies, procedures, and internal controls to strengthen operational effectiveness and financial accountability.
- Evaluate and enhance accounting systems, financial technologies, and operational processes to improve efficiency and reporting capabilities.
- Ensure compliance with nonprofit accounting standards, financial regulations, grant requirements, and organizational policies.
- Develop and maintain dashboard reporting to monitor organizational health, operational effectiveness, and financial performance.
- Ensure ASF remains aligned with its strategic plan by tracking progress, reporting outcomes, and recommending corrective actions when necessary.

Leadership & Team Development

- Promote a culture of accountability, collaboration, continuous improvement, and operational excellence.
- Provide leadership, coaching, mentorship, and professional development opportunities for finance and administrative staff.
- Establish performance expectations, priorities, and accountability measures for team members.
- Collaborate with the President & CEO and leadership team on employee performance management, compensation recommendations, and professional development planning.
- Foster a positive, mission-focused work environment that supports employee engagement and organizational success.

Qualifications

Basic Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required.
- At least five (5) years of progressive senior leadership experience in finance, accounting, operations, or business management.

- Prior experience in nonprofit finance and accounting required, either as an employee, consultant, auditor, or board member.
- At least two (2) years of experience with QuickBooks Online or comparable financial management systems.

Additional Qualifications

- Master's degree in Business Administration, Finance, or related discipline preferred.
- Experience with nonprofit financial reporting, budgeting, compliance, and regulatory requirements.
- Strong financial analysis, budgeting, forecasting, and strategic planning experience.
- Experience presenting financial information to executive leadership, boards of directors, and finance committees.
- Exceptional written, verbal, interpersonal, and presentation abilities.
- Ability to manage multiple priorities and adapt in a dynamic environment.
- Passion for the mission of the Astronaut Scholarship Foundation and its commitment to advancing STEM education and innovation.
- Experience managing staff, agency partners, and external vendors.
- Strong project management and organizational skills with the ability to manage multiple priorities simultaneously.

Physical Requirements

- Ability to communicate clearly on the phone, in writing and in person
- Ability to read written material and computer screens
- Ability to spend multiple hours on the telephone and computer
- Ability to enter data into a computerized record
- Ability to lift 25 pounds as required
- Ability to stay still in place for prolonged periods of time for computer or conference work.
- May include prolonged periods of standing or sitting.
- May include short periods of excessive movement.

Work Schedule and Location

This position is based in Central Florida with an expected annual salary range of $85,000 to $95,000 depending on qualifications and experience. Most work will be conducted during typical weekday business hours, with flexibility for scheduling occasional evening or weekend work. Employees are expected to work hybrid with two-to-three days in-person in the office and other days may be remote in accordance with the agency's remote work policy. Some overnight U.S. travel is required.

About Astronaut Scholarship Foundation

The Astronaut Scholarship Foundation (ASF) is a 501(c)3 non-profit organization founded by the Mercury 7 astronauts that provides annually more than 70 scholarships to the brightest and most talented college students in science, technology, engineering and mathematics. Our mission is to aid the United States in retaining its world leadership in technology and innovation by supporting the very best and brightest scholars in science, technology, engineering and mathematics while commemorating the legacy of America's pioneering astronauts.

Astronaut Scholarship Foundation (ASF) is an Equal Opportunity Employer.