

Assistant Director, Finance
(Hybrid remote in Los Angeles, CA)
Reports to: Vice President, Finance
Start Date: Immediately



ORGANIZATION PROFILE

Pacific Charter School Development, Inc. or PCSD (www.pacificcharter.org), is the leading developer of charter school facilities nationally. PCSD is a 501c3 non-profit founded in 2004 with the mission to create affordable, high-quality facilities for charter schools serving historically under-resourced communities. PCSD works solely with non-profit operators of charter schools, ranging from independent schools with a single site to large charter school networks with multiple campuses. Each of PCSD's charter school partners share our commitment to addressing systemic inequality in education and promoting social mobility for historically under-resourced communities.

Since 2004, PCSD has developed over \$1.03B in total projects, leveraging philanthropy, private financing, and state funding to create 110+ campuses serving over 46,000 students across multiple districts and municipalities. PCSD has offices in four regions – Los Angeles, the San Francisco Bay Area, Texas, and Washington State – and proudly serves a diverse base of the highest performing charter school networks as well as single-site operators, including KIPP Public Schools, Envision Education, Caliber Schools, Green Dot Public Schools, Bright Star Schools, Ednovate, and many more.

PCSD is proud to be an equal opportunity employer and is committed to attracting and retaining a diverse staff. We exist to bring high-quality education to under-resourced communities, and we strive to reflect the diversity of the communities that we serve. We advance diversity and inclusion in our own hiring, retention and promotion practices for staff and leadership (<https://pacificcharter.org/team>), and we seek to engage and collaborate with other organizations that are making efforts to increase racial and social equity within their own practice

GENERAL JOB DESCRIPTION

PCSD is looking for an Assistant Director of Finance to support the development of new charter school facilities across our regions. The Assistant Director of Finance will support PCSD's efforts in project budgeting and cashflow management with our Project Management Team, while learning to model feasibility and affordability for project scoping and securing affordable financing for charter schools. The diverse set of financing strategies use may include self-managed debt and equity investments, public and private financing sources, private philanthropy, land acquisition debt, construction debt, capital campaign bridges, tax-credit advantaged financing and tax-exempt bond financing. The Assistant Director of Finance will need to operate independently as well as work as a team member in support of PCSD project managers. They will also work closely with lenders and finance staff and/or consultants of our charter school clients to identify the most advantageous project financing strategies to prioritize both short-term and long-term affordability.

ROLES & RESPONSIBILITIES

The Assistant Director of Finance will work under the guidance of the Vice President of Finance to manage the following direct responsibilities. Preference for candidates with demonstrated experience and ability to quickly take on these roles independently.

Create and Maintain Project Budgets:

- Verify budget inputs and analyze budget-to-actuals, providing guidance and assistance on budget management to Project Managers
- Review and finalize monthly invoice packages and construction draws
- Create monthly cashflows projections
- Monitor progress billing against contracts

Coordinate with School Clients:

- Track and communicate spent-to-date and left-to-pay
- Provide positive customer service experience for school partners

Develop Initial Project Scoping and Affordability

- Work with charter school clients to develop an understanding of project costs and affordability
- Develop early-stage feasibility models for specific sites, assessing impact of different assumptions and scenarios given uncertain market conditions
- Review affordability and real estate financing process with charter school clients who may be first-time facility owners
- Present to school decision maker(s) for approval

Underwrite and Determine Financing Strategy

- Assess financing types available and develop multi-year project financing strategies with full capital stacks
- Collect relevant financial documentation from charter school clients
- Lead underwriting and financial modeling
- Prepare credit memos for PCSD Board approval
- Prepare project prospectus for shopping to outside lenders
- Communicate financing strategies to school clients
- Support school clients with obtaining required internal approvals; attend client Board or committee meetings as necessary

Secure Affordable Project Financing

- Build and maintain strong and effective relationships with CDFI and other lending partners
- Develop multi-year project financing strategy
- Communicate complex terms and structures to audiences with a range of technical expertise
- Solicit term sheets, negotiate terms, and facilitate final selection of lender(s)
- Deliver educational, financial, and other underwriting requests to obtain lender commitment
- Review and negotiate loan documentation; coordinate with in-house and outside counsel
- Manage the closing process: coordinate appraisals, plan and cost review, insurance, title, escrow and other due diligence needed for closing

QUALIFICATIONS

- Bachelor's degree required; graduate degree in accounting, finance, business or real estate development a plus
- Minimum 4 years experience in accounting, finance, business or real estate development
- Preference for demonstrated financial experience in community development, community lending, charter schools, affordable housing or other relevant fields
- Independent, highly motivated self-starter with strong work ethic
- Organized and extremely detail-oriented
- Excellent written and oral communication, with ability to communicate clearly to diverse stakeholders and across a cross-functional project team
- Ability to prioritize tasks and work on multiple assignments while navigating uncertainty and rapidly changing financial scenarios
- Advanced proficiency with Microsoft Excel and financial modeling. Proficiency with Microsoft Office, Powerpoint, Adobe Acrobat
- Interest in improving equitable access to quality public education and commitment to PCSD's mission.
- Willingness for minimal overnight travel as required to visit sites with lenders and other stakeholders.

HYBRID WORKING ENVIRONMENT

PCSD utilizes a hybrid workforce model. Employees work remotely three days a week and convene at our office in downtown Los Angeles two days a week. Please only submit an application if you are able to commute to our downtown Los Angeles office on a regular basis and to client and/or job sites as needed.

Any applicants should ensure they meet the basic technical skills and have the proper equipment to be effective in a remote work environment. PCSD will provide employee with a laptop, including a built-in speaker and webcam for videoconferencing capability, as well as a computer mouse and keyboard. Applicants will need to verify that they have reliable access to the following:

- High-speed, stable internet
- Headset or headphones with a microphone
- Cell phone
- A private, quiet space to work
- Personal transportation to/from project sites

COMPENSATION

Annual salary of \$100,000. Benefits package including health, dental, and vision insurance as well as 401(k) matching contributions.

TO APPLY

If interested, please send a resume and cover letter to Info@pacificcharter.org