



## ***Director of Finance | Job Description***

### **About Scratch**

[Scratch](#) is a creative programming language and the world's largest online coding community for children and teens. Children around the world use Scratch and ScratchJr to create their own interactive games, stories, and animations – and share their creations with one another. In the process, they learn to think creatively, reason systematically, and work collaboratively. In 2022, more than 33+ million young people around the world created projects with Scratch.

### **The Scratch Foundation**

Since its creation at the MIT Media Lab in 2007, Scratch use has grown dramatically. More than 120,000,000 people from every country in the world have created more than half a billion Scratch projects. In 2024, we're responding to this growth by focusing on four strategic priorities: diversifying revenue sources; maintaining a high-quality experience for our existing users; re-engineering the platform; and implementing our programmatic and research work. The Foundation has 60 staff members, and its 2024 operating budget is \$18,755,252.

### **Position Overview**

The Director of Finance will join the Scratch Foundation during an exciting phase of growth, as Scratch expands its impact, diversifies revenue, and builds financial infrastructure to support its growth. Reporting to the Chief of Staff, with a dotted line to the President & CEO, and working in close collaboration with the Director of HR & Administration, this role will be instrumental in strengthening the organization's focus on both financial and operational excellence. The Director of Finance will also have access to consultative support from the Siegel Family Office.

### **Director of Finance Responsibilities**

1. **Financial Planning and Strategy.** Develop and execute financial plans aligned with the Scratch Foundation's mission and objectives. Provide strategic guidance on financial decisions and resource allocation.
2. **Budgeting and Forecasting.** Lead the annual budgeting process, collaborating with department heads to ensure accurate forecasting and cost-effective resource utilization. Monitor financial performance against budgets and provide insightful analysis.
3. **Financial Reporting.** Prepare and present timely and accurate financial reports to the President & CEO, Board of Directors, and key stakeholders; ensure compliance with accounting standards and regulatory requirements; oversee annual audits by working closely with independent auditors; and oversee tax filings by working closely with outside tax preparers. Prepare unaudited monthly, quarterly, and annual financial reports. Build and manage monthly, quarterly, and annual forecasts.

4. **Risk Management.** Identify and mitigate financial risks through comprehensive risk assessment and proactive strategies. Implement internal controls to safeguard assets and maintain fiscal accountability.
5. **Grant Management.** Oversee financial aspects of grant applications, reporting, and compliance. Collaborate with program managers to align financial strategies and staff allocations with grant-funded initiatives.
6. **Team Leadership and Development.** Manage the finance team, providing mentorship, guidance, and professional development opportunities. Foster a collaborative and high-performing work environment.
7. **Financial Policies and Procedures.** Establish and maintain robust financial policies, procedures, and systems to streamline operations and enhance efficiency. Oversees, manages and reviews accounting tasks, including payroll, taxes, and compliance.
8. Other duties as assigned by the Chief of Staff and/or the President & CEO.

## Qualifications

- Bachelor's degree in finance, accounting, business administration, or related field (Master's degree or CPA preferred).
- Minimum of 8-10 years of progressively responsible financial leadership experience, preferably in a non-profit or educational organization.
- Strong understanding of non-profit accounting principles, fund accounting, and compliance regulations.
- Knows how to use FP&A software and has advanced spreadsheet skills.
- Understands financial reporting and has strong analytical skills.
- Communicates effectively and has exceptional written and verbal communication skills with the ability to convey complex financial information to diverse stakeholders.
- Proven track record in financial planning, budgeting, and strategic financial analysis.
- Proficiency in financial software and systems (e.g., QuickBooks, Excel, ERP systems).
- Knows and adheres to generally accepted accounting principles (GAAP) and Securities and Exchange Commission (SEC) rules and regulations.
- Leadership qualities with a collaborative, inclusive, and proactive approach to problem-solving.

This position pays between \$180,000 - \$190,000 and is a remote position that is based in New York City. To apply, please submit your resume/CV and a cover letter to [hr@scratch.mit.edu](mailto:hr@scratch.mit.edu).

*The Scratch Foundation is an equal-opportunity employer. Scratch welcomes people of all ages, races, ethnicities, religions, abilities, sexual orientations, and gender identities. We especially encourage historically marginalized identities to apply.*