



Director, Organizational Stewardship Position Description

ABOUT EAST SIDE ALIGNED

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be healthy and safe in their environments; socially connected and emotionally secure; successful in school, college, and work; and positively engaged in their community. With over 180 strategies, the Roadmap reflects the community's aspirations for young people and the willingness of organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey. In 2022, East Side Aligned, the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change.

POSITION SUMMARY

The **Director of Organizational Stewardship** provides hands-on leadership to ensure the financial, human, and operational systems of the organization are strong, transparent, and aligned with our mission and values. The Director oversees finance, human resources, operations, facilities, and information systems—serving as the steward of the organization's backbone functions so that programmatic teams function effectively. The ideal candidate is both strategic and detail-oriented, values collaboration and transparency, and approaches operational leadership as a form of care for the people and communities we serve. Key Responsibilities:

Financial Stewardship

- Lead all aspects of financial management, including accounting, budgeting, analysis and forecasting, and reporting.
- Ensure accurate, timely, and accessible financial data for staff, and board decision-making.
- Manage payment processing, accounts payable/receivable, and cash flow management.
- Oversee annual audits, tax filings, and compliance with all federal, state, and local regulations.
- Manage grant budgets, reporting, subaward oversight, documentation, and other compliance requirements.
- Maintain strong internal controls, risk management practices, and compliance systems.
- Work with banks and credit institutions to secure and maintain favorable terms.
- Advise and manage financial investments in alignment with organizational goals and fiduciary responsibility.

People Care

- Partner with a third-party HR/benefits provider to administer employee benefits and support compliance with employment laws.
- Support recruitment, onboarding, and offboarding processes with an emphasis on equity and belonging.
- Maintain up-to-date personnel policies and procedures that reflect organizational values and legal requirements.
- Nurture a positive, inclusive organizational culture that values transparency, trust, and collaboration.
- Promote staff well-being through thoughtful practices, policies, and communication that support a healthy, balanced workplace.
- Provide guidance and resources for staff to cultivate professional growth, wellness, and accountability.

Operations, Facilities, and Technology

- Manage the day-to-day operational systems that help the organization run well.
- Oversee facilities management and office operations, fostering a safe and supportive workplace.
- Manage vendor relationships and contracts for facilities, insurance, and technology.
- Ensure secure and reliable information systems, data storage, and technology tools for staff.

Policies, Compliance, and Responsibility

- Ensure timely and accurate completion of annual government filings and organizational registrations.
- Develop, update, and implement organizational policies and operating procedures.
- Foster a culture of transparency, accountability, and care across administrative and programmatic functions.
- Provide clear communication and training to staff to strengthen shared responsibility for stewardship.

Reporting Relationships

- Reports to the Executive Director
- Supervises a team of up to three people

Qualifications

- At least 5 years of leadership experience in nonprofit finance, operations, or related fields.
- Proven experience with nonprofit accounting (QuickBooks Online preferred), budgeting, audits, compliance, and grant administration (GATA experience preferred).
- Knowledge of human resources practices, organizational culture, and employee benefits administration.
- Demonstrated ability to manage operations, facilities, and technology systems.
- Strong interpersonal skills, with the ability to build trust and foster collaboration across teams.
- Commitment to equity, inclusion, and mission-driven values.
- Ability to balance strategic thinking with attention to detail in daily operations.

Salary: \$67,500

Benefits: *(Partial List):*

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA.
- 4% 401(k) employer contribution.
- Employer paid short-term disability, long-term disability, and life insurance.
- Human-centered Paid Time Off (PTO) and Leave policies.

Work Conditions: We are committed to attracting, retaining, and engaging a committed, talented, and diverse team. East Side Aligned prioritizes a positive, flexible environment and successful work-life balance. While this position will primarily work Monday – Friday during business hours, occasional evening and weekend hours will be required, with advance notice, to attend meetings and events. Staff are also able to work remotely up to 2 days a week.

Apply: Submit resume and cover letter to admin@eastsidealigned.org