

**Job Title: Chief Financial Officer and Director of Human Resources**

**Organization: Guadalupe Center Educational Programs, Inc. (GCEP)**

**Location: Salt Lake City, Utah**

**Reports to: Executive Director**

**Salary: \$140,000 + annually, DOE**

**Benefits: Full**

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## **Organization Overview**

Guadalupe Center Educational Programs, Inc. (GCEP) is a mission-driven, non-profit organization dedicated to **“Transforming Lives through Education.”** Located in Salt Lake City, GCEP serves the underserved community through a continuum of educational programs that support individuals from pre-birth through adulthood. Services include early childhood education, elementary education (through 6th grade), and English language instruction for adults. GCEP operates in close coordination with two related 501(c)(3) entities:

- **Guadalupe Holding Company (GHC)**— owns and maintains the organization’s physical facility
- **Friends of Guadalupe (FOG)**— employs the Development and Advancement team

Together, these three entities form a collaborative structure focused on achieving transformational outcomes through education.

## **Position Summary**

This position serves as **Chief Financial Officer and Director of Human Resources** of GCEP, GHC and FOG. They provide assistance in visionary leadership, strategic direction, and overall management of all programmatic, operational, and financial activities of the organization. The Chief Financial Officer and Director of Human Resources ensures alignment with the mission and values of GCEP while fostering collaboration among the three nonprofit entities. This position serves as the chief financial lead for GCEP and leads all efforts to produce and present financial statements. They also direct all human resource activities for the organization.

## **Key Responsibilities**

### **Strategic Leadership & Vision**

- Lead the financial and human resource teams and execute a multi-year strategic plan in collaboration with the Executive Director to help the organization achieve its mission.
- Ensure all process and operations are best practices and meet the evolving needs of the organization.
- Promote a culture of excellence and accuracy throughout the administrative offices.

### **Operational & Financial Management**

- Serve as the chief financial officer of GCEP, GHC, and FOG, with responsibility for overall financial operations.
- Lead the transportation team promote high quality customer service and timely delivery.
- Lead the data/front office team to identify reporting requirements, entrance security and provide support to Program Managers.
- Lead the facility team to ensure proper maintenance and utilization of facilities for the Guadalupe Holding Company..
- Manage all financial operations for GCEP, Guadalupe Holding Company and Friends of Guadalupe.

## **Team Leadership & Culture**

- Lead a dedicated team of both professionals and non-professional workers to develop consistent reporting and data collection processes.
- Foster a culture of respect, empowerment, collaboration, and accountability.
- Promote professional development, training and retention of high-quality staff.

## **Qualifications**

### **Required**

- Demonstrated leadership experience in education, non-profit management, or related fields.
- Proven ability to manage complex organizations with multiple stakeholders and provide .
- Strong understanding of early childhood education, K–6 instruction, and/or adult ESL programming.
- Experience in budgeting, operational oversight, and human resource management.
- Exceptional communication, relationship-building, and organizational skills.
- Commitment to diversity, equity, inclusion, and serving underrepresented communities.

### **Preferred**

- Bachelors or Master's degree in Accounting.
- Certified Public Accountant is preferred.
- Bilingual (Spanish/English) proficiency strongly preferred.
- Knowledge of local community needs in Salt Lake City and Utah's educational landscape is helpful.

## **Compensation & Benefits**

GCEP offers a competitive compensation package commensurate with experience, along with comprehensive benefits including health insurance, retirement contributions, paid leave, and professional development opportunities.

## **Application Process**

Interested candidates should submit a cover letter, resume, and three professional references. Applications will be reviewed on a rolling basis until the position is filled.

**Guadalupe Center Educational Programs, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**