



AACTE

Chief Financial Officer



The Organization:

The American Association of Colleges for Teacher Education (AACTE) is the leading voice on educator preparation. AACTE's member institutions and programs prepare the greatest number of professional educators in the United States and its territories, including teachers, counselors, administrators, and college faculty.

AACTE is navigating a pivotal moment for educator preparation, higher education, and professional associations. As federal investment in higher education shifts, membership models evolve, and educator preparation programs face new pressures and opportunities, AACTE is focused on stabilizing its organizational model, strengthening member value, expanding non-dues revenue, and building the internal infrastructure needed to serve the field with greater agility, relevance, and impact.

With a strong brand, long history, healthy reserves, and a board approved multi-year budget, AACTE is positioned to invest thoughtfully in its next chapter. The organization is advancing new initiatives, including a professional learning platform, expanded advocacy and member engagement strategies, potential partnerships, and innovative approaches to supporting educator preparation programs and the students they serve

AACTE elevates education and educator preparation through research, professional practice, advocacy, and collaboration.

Finance Team

The Finance team at AACTE plays a critical role in supporting the organization's financial health, operational effectiveness, and long-term sustainability. The Chief Financial Officer (CFO) will help strengthen systems, clarify processes, support cross departmental planning, and ensure that financial information informs decision making across the organization.

The CFO will work closely with the President and CEO, Chief Strategy Officer, Senior Accountant, senior leadership, and the Board of Directors' Finance Committee. This leader will oversee core finance and accounting functions, including budgeting, forecasting, financial reporting, audit coordination, cash flow management, investments, banking relationships, internal controls, and compliance. The CFO will also provide strategic support for new initiatives, revenue modeling, grants infrastructure, vendor relationships, and operational systems.

Position Overview

Reports to: President and CEO

Direct reports: Senior Accountant and functionally aligned vendors or staff as assigned

AACTE is seeking a collaborative, strategic, and mission driven Chief Financial Officer to join its executive leadership team. This is an important moment for a financial leader who is energized by helping a national association strengthen its financial model, modernize internal systems, and support the future of educator preparation.

Reporting to the President and CEO, the CFO will serve as a trusted thought partner and key member of the senior leadership team. With a board approved multi-year budget already in place and a strong Senior Accountant on staff, the CFO will focus on strategic oversight, financial sustainability, cash flow planning, continuous improvement, and cross functional partnership rather than immediate turnaround.

The CFO will bring strong financial and operational acumen, including experience with budgeting, forecasting, audit coordination, financial reporting, internal controls, and nonprofit or association finance. They will be able to analyze trends, identify risks and opportunities, and translate financial data into clear insights for the President and CEO, staff, Finance Committee, Audit Committee, and Board of Directors.

This leader will help AACTE manage its current financial realities while supporting growth and innovation. The organization is focused on strengthening membership, expanding non-dues revenue, launching and sustaining new initiatives, improving the use of technology and automation, and making thoughtful investments that support long-term sustainability. The CFO will contribute to this work through financial modeling, scenario planning, revenue analysis, grant and funding infrastructure, vendor management, and strategic counsel.

The ideal candidate will be both strategic and willing to roll up their sleeves. AACTE is a small, collaborative organization where leaders are expected to bring an enterprise-wide perspective while also ensuring that details are handled well. The CFO must be able to balance vision with follow through, move work forward with clarity, and respect the importance of communication, relationship building, and shared decision-making.

The successful candidate will be relational, transparent, humble, and highly collaborative. They will understand how to work effectively with a President and CEO, senior team, board members, and staff colleagues who bring deep commitment to AACTE's mission but varying levels of financial expertise. They will be able to build trust, strengthen confidence in financial information, and help create a culture of financial literacy, accountability, care, and shared responsibility.

Finally, the CFO will be deeply aligned with AACTE's mission to elevate education and educator preparation. They will believe in the importance of educator preparation, the role of associations in strengthening professional fields, and the need for diverse, high-quality, and innovative approaches to preparing educators for all learners.

Key Responsibilities:

Strategic Financial Leadership

- Lead the oversight, monitoring, and refinement of AACTE's board approved multi-year budget, ensuring alignment with organizational priorities, financial sustainability, and evolving conditions.

- Serve as a strategic thought partner to the President and CEO, senior leadership team, Finance Committee, Audit Committee, and Board of Directors on financial strategy, risk, opportunity, investments, reserves, cash flow, and long-term planning.
- Provide financial modeling, scenario planning, and data informed guidance to support organizational sustainability, membership stabilization, non-dues revenue growth, and emerging strategic initiatives.

Financial Reporting, Budgeting, and Analysis

- Prepare and present timely, accurate, and accessible financial reports, including budget to actuals, quarterly financial statements, cash projections, and narrative analysis for management and board audiences.
- Translate complex financial information into clear insights, trends, and recommendations that help staff and board members understand AACTE's financial position and make informed decisions.
- Strengthen regular budget review practices with department leaders, supporting greater accountability, transparency, and financial literacy across the organization.

Accounting, Audit, and Compliance

- Oversee core finance and accounting functions, including accounts payable, payroll coordination, reconciliations, internal controls, financial reporting, banking, investments, and compliance.
- Supervise and partner with the Senior Accountant, providing guidance, support, professional development, and appropriate oversight of technical accounting responsibilities.
- Lead the annual audit and Form 990 process in partnership with external auditors, staff, and the Audit Committee, ensuring strong documentation, accuracy, and compliance.

Operational Systems, Technology, and Process Improvement

- Support the continued transition of finance functions in house by clarifying roles, strengthening procedures, addressing legacy issues, and improving continuity across systems and processes.
- Assess and improve financial systems, workflows, dashboards, automation, and data practices to increase efficiency, accuracy, and cross departmental visibility.
- Partner with staff and vendors on administrative, HR, payroll, benefits, contracts, IT, and compliance related functions as assigned.

Revenue Strategy and Organizational Sustainability

- Collaborate with the President and CEO, Chief Strategy Officer, VP of Communications and Marketing, VP of Membership, and other colleagues to support membership stabilization, non-dues revenue growth, and long-term sustainability.

- Provide financial analysis and modeling for new and existing initiatives, including the professional learning platform, loan program, sponsorships, advertising, events, partnerships, grants, and earned revenue opportunities.
- Help assess the financial viability, operational implications, and mission alignment of new opportunities, vendor relationships, contracts, and investments.

Collaborative Leadership and Organizational Trust

- Serve as an active member of the senior leadership team, contributing to organization wide planning, decision making, and cross functional collaboration.
- Build trusted relationships with the President and CEO, staff, board members, committee leaders, auditors, investment advisors, vendors, and other partners.
- Model transparent, humble, ethical, and collaborative leadership while helping strengthen a culture of financial literacy, care, accountability, inclusion, and continuous improvement.

The Leader:

Qualifications

- Minimum of 8 years of progressive experience in finance, accounting, or operational leadership, including experience in a senior finance role such as CFO, Vice President of Finance, Director of Finance, or relevant finance leadership position.
- Demonstrated knowledge of nonprofit accounting principles, GAAP, budgeting, forecasting, financial reporting, audit coordination, cash flow management, internal controls, and compliance.
- Experience developing, managing, or monitoring multi-year budgets, forecasts, and financial models that support organizational decision making and long-term sustainability.
- Experience working with board finance or audit committees, including the ability to translate complex financial information into clear, practical insights for executives, board members, staff, and non-finance audiences.
- Proven ability to supervise, mentor, and partner with finance staff, including experienced accounting professionals, while strengthening processes, accountability, and team effectiveness.
- Experience supporting organizational change, process improvement, systems enhancement, or the transition from outsourced to in house finance functions.
- Familiarity with banking relationships, investment oversight, reserves, contracts, vendors, payroll, benefits, grants, restricted funds, philanthropic revenue, earned revenue, or other administrative and financial operations.
- Experience supporting financial strategy in organizations with cyclical revenue, membership dues, events revenue, sponsorships, non-dues revenue, or cash flow variability.

- Experience with Sage Intacct, Martus, ADP Workforce Now, Bill.com, or comparable finance, budgeting, payroll, and accounting systems.
- Strong communication, judgment, follow through, relationship building skills, and commitment to AACTE's mission, vision, and values, including diversity, equity and inclusion, quality and impact, and inquiry and innovation.
- Bachelor's degree in accounting, finance, business administration, or a related field, or equivalent relevant experience required. CPA, MBA, or similar advanced credential preferred.

Location:

Remote, with access to AACTE's Washington, DC office and occasional travel

Compensation:

The hiring range for this position is \$140,000 to \$175,000, along with a comprehensive benefits package that includes medical, dental, vision, life, short term disability, and long-term disability insurance, generous leave time, and 403(b) and Roth IRA retirement plans. Compensation is determined by a variety of factors, including the candidate's experiences and qualifications aligned to the requirements of the role and internal pay equity.

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EEO Statement:

AACTE is an Equal Opportunity Employer and prohibits harassment of any applicant or employee because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law. AACTE allows for reasonable accommodations to enable an individual with a disability to participate in the application process, perform the essential duties and responsibilities of a job, and enjoy equal benefits and privileges of employment that are available to individuals without disabilities.

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If you or someone in your network is interested in exploring this opportunity,
[please submit your resume and cover letter here.](#)

Priority will be given to applications submitted by June 26th, 2026
although we will continue to receive and review applications until the position is filled.

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