



Now Seeking Applications For
Director of Operations/Chief Financial Officer

Brief

The DO/CFO will oversee the day-to-day and back-office functions of the Foundation. This includes payroll and benefits, budget development/reporting, auditing and tax returns, database maintenance, facilities and office equipment. The position reports to the Foundation's Vice President of Administration.

Responsibilities

- Oversee payroll and benefits administration
- Work with staff to develop and track the Foundation's budget and expenses
- Oversee bookkeeping, auditing, and related vendors
- Coordinate data management with other functional areas
- Provide monthly/quarterly/annual budget, income/expense and balance sheet reports
- Maintain and track research contracts
- Coordinate preparation of board and related administrative reports
- Oversee facilities, office equipment and computer network
- Coordinate intern activities and delivery of publications

Qualifications

- Bachelors degree
- Ability to oversee office operations in a complex and dynamic environment
- Ability to install/maintain operational systems that support the various functional areas of the Foundation, ensure efficient use of resources and maintain high-quality work standards and financial controls
- Ability to work well with the Foundation's board, stakeholders and staff
- Experience with accounting, budgeting and financial controls in a non-profit setting is preferred
- Experience with handling computers, computer software, networks and other office equipment is preferred
- Demonstrated support of free market principles

Please send salary requirement, references, resume and a writing sample to:

Office Manager
Texas Public Policy Foundation
administration@texaspolicy.com

The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.

About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media and general public.

Funded by hundreds of individuals, foundations and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The president of the Foundation is [Brooke Rollins](#). The Foundation's Vice President of Administration is [Bill Peacock](#).

A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets." – Milton Friedman

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change." – Railroad Commissioner Michael Williams

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's

best authorities on the most important issues facing our states..." – Ronald Reagan

"TPPF offers real solutions for real Texans." – Governor Rick Perry

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged." – John Fund, Wall Street Journal editorial writer

The Foundation's Board of Directors consists of:

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For more information about the Foundation, please visit www.texaspolicy.com.