



Head of Finance (Director Level)

Reports to	CEO (current); Managing Director (future)
Location	Cambridge Hub
Hours	Full-Time

ABOUT US

The RoboHub is not a traditional after-school program, a camp or only childcare. It is a place where children learn robotics, AI, problem-solving, creativity, confidence and agency through hands-on building. In just a few years, RoboHub has grown from a founder's vision into a beloved learning environment for thousands of families. Children ask to come and parents see the difference. The business has real demand, premium customer trust and the opportunity to scale from one exceptional hub into a multi-location company. The next exciting chapter of RoboHub is not about becoming corporate. It is about becoming repeatable and consistent without becoming ordinary. We need to turn founder energy, teacher passion, parent trust and child curiosity into a people operating system that can scale. That is why we are hiring a Head of Finance to build the financial discipline that allows RoboHub to scale with confidence.

PURPOSE OF THE ROLE

The Head of Finance will build the financial operating system that allows RoboHub to understand, manage and scale the business. You will help answer the questions that matter most:

- Which products create the most value for parents and children?
- Which products generate the strongest margins?
- How well are we utilizing our space, teachers, curriculum and operating hours?
- How much does it really cost to serve one child, one family, one program, one hub?
- When is a new hub financially justified?
- How much cash do we need before we expand?
- How do we grow without over-hiring, over-building, or creating fragility?
- How do we make sure ambition is matched by financial discipline?

This is a company-building, critical leadership role. You will help turn RoboHub from a founder-led, high-potential business into a financially disciplined, multi-location company. RoboHub has earned the right to think bigger. The question now is how the model can be repeated predictably and profitably. That requires a different level of financial clarity. The next stage of the company needs more than revenue growth - it needs visibility into product-level economics, hub-level profitability, staffing ratios, capacity utilization, pricing, cash flow and investment readiness. The Head of Finance is a critical leadership role and will help make sure RoboHub does not confuse growth with scale.

KEY ACCOUNTABILITIES

Financial Model & Operating Dashboard

You will build and maintain RoboHub's financial model, which must be practical and should help the founder and leadership team make better decisions every week and every month. It should show the business clearly across:

- Revenue by product: after-school, camps, birthday parties, weekend programs, future offerings
- Gross margin and contribution margin by product
- Hub-level profitability
- Staffing costs and teacher utilization
- Space utilization by day, time and program
- Revenue per child, per family, per square foot and per operating hour
- Customer retention, renewal and referral economics
- Budget versus actuals
- Cash runway and expansion capacity
- Break-even analysis for new hubs
- Scenario planning for growth, hiring, pricing and new locations
- Create a financial instrument that helps RoboHub make better decisions

Unit Economics & Product Profitability

RoboHub has multiple products. That is a strength because it allows better utilization of space and deeper relationships with families. You will help the company understand which offerings are most valuable, which are most profitable, which are strategically important and which create complexity without enough return. This includes analyzing:

- Revenue per program
- Margin per program
- Staffing requirements
- Space requirements
- Preparation and operational complexity
- Parent demand
- Repeat behavior
- Cross-sell potential
- Strategic value to the brand and mission

Hub-Level Financial Blueprint

RoboHub's next stage depends on building a repeatable hub model. A new hub should not be opened because the opportunity feels exciting. It should be opened because the customer demand, location quality, staffing plan, financial model and operating readiness all support the decision. You will help define what a successful hub looks like financially before the company opens more locations. That includes:

- Target revenue per hub
- Required enrollment and utilization
- Staffing model and ratios
- Expected ramp timeline
- Fixed and variable costs
- Local marketing needs
- Break-even point
- Cash required before opening
- Payback period
- Sensitivity to enrollment, pricing, churn, and staffing costs
- Minimum conditions before committing to a new location

Budgeting, Forecasting & Cash Discipline

You will create a simple but rigorous budgeting and forecasting process. RoboHub should always know where it stands financially, what it can afford and what decisions would change the outlook. You will own:

- Annual budget
- Monthly forecast
- Cash flow planning
- Budget versus actual reporting
- Department and hub-level expense visibility
- Expansion and hiring affordability
- Scenario planning
- Investor and board-ready financial reporting

Pricing & Value Capture

RoboHub creates real value for families. Pricing should reflect that value while remaining thoughtful about customer trust and long-term retention with the goal of building a durable model where parents feel they are receiving meaningful value, children benefit and the company captures enough value to keep improving the experience. You will help evaluate pricing across products and locations. This includes understanding:

- Parent willingness to pay
- Price sensitivity
- Discounting discipline
- Scholarship impact
- Package design
- Renewal behavior
- Lifetime value
- Margin impact
- Competitive positioning

Staffing Ratios & Labor Productivity

You will work closely with the People Function and Operations to drive a strategic workforce plan and understand the right staffing model for each program and hub. This includes:

- Teacher-to-child ratios
- Full-time versus part-time staffing mix
- Flexible staffing pools
- Overtime risk

- Scheduling efficiency
- Utilization by teacher and program
- Cost of onboarding and churn
- Financial impact of turnover
- Staffing needs before, during and after peak periods

Financial Systems, Controls & Reporting

You will professionalize the company's financial systems without overcomplicating them.

RoboHub needs clean data, reliable processes and consistent reporting, not need big-company bureaucracy. You will help build:

- Monthly close process
- Financial reporting cadence
- Expense approval process
- Payroll reconciliation
- Revenue tracking
- Program-level reporting
- Hub-level P&L
- Basic internal controls
- Clean records for investors, lenders, auditors, and future board reporting
- Integration with HR, scheduling, customer and operating systems where useful

Expansion Underwriting

Before RoboHub opens a new location, the Head of Finance should help underwrite the decision, which means partnering with the founder and operations team to evaluate:

- Site economics
- Rent and build-out costs
- Local demand
- School proximity and transportation logic
- Staffing availability
- Launch costs
- Local marketing costs
- Expected ramp
- Downside case
- Cash needed
- Go / no-go criteria

Investor & Board Readiness

As RoboHub grows, the company will need to be ready for more sophisticated conversations with investors, lenders, board members, and strategic partners. You will help create financial materials that are clear, credible and useful. This includes:

- Monthly financial reporting
- Board-ready dashboards
- Expansion models
- Fundraising materials
- Investor diligence support
- KPI definitions
- Historical financial clean-up where needed
- Clear explanations and storytelling of the business model, unit economics and growth path

KEY SUCCESS MEASURES (FIRST YEAR)

In your first year, success will be defined by:

- RoboHub has a clean monthly financial reporting process.
- The founder and leadership team can see revenue, margin, cash, staffing and utilization clearly.
- Every major product has a basic profitability view.
- The Cambridge hub has a clear financial blueprint.
- The company understands what must be true before opening the next hub.
- Workforce and hiring plans are connected to affordability and growth priorities.
- There is a monthly dashboard with revenue, margin, utilization, staffing, cash, retention and performance.
- Budget versus actuals are reviewed consistently.
- Expansion decisions are made with better data and clearer assumptions.

- The company can explain its economics credibly to future investors.
- Finance becomes a partner to growth, not a constraint on growth.

CHARACTERISTICS & EXPERIENCE

You may be a strong fit if you:

- Built finance systems in a startup, high-growth services business, education company, childcare-adjacent business, consumer services company, marketplace, multi-site operator or other complex environment
- Understand that finance in a growing company is not only accounting - it is decision architecture
- Are comfortable with ambiguity and know how to bring structure without slowing the company down
- Can work with a passionate founder who moves quickly, sees opportunities early, cares deeply about the details and can help convert entrepreneurial judgment into financial clarity, sequencing and smart constraints
- Are the person who helps the company understand what it can say “yes” to, when, how and at what cost
- Care about and aligned to RoboHub’s mission, and understand that a company serving children and families has a deeper responsibility than simply growing revenue and managing the numbers

We are looking for someone with:

- 10-12+ years of finance, FP&A, accounting, business operations or strategic finance experience
- Experience in a startup, high-growth, multi-site, education, consumer services, childcare or operationally intensive business
- Experience in fintech, SaaS, e-commerce or digital platforms preferred
- Strong understanding of cash flow, budgeting, forecasting, multi-site unit economics, cash conversion and contribution margin
- Ability to build financial models from imperfect data
- Experience creating dashboards and recurring financial reporting
- Ability to evaluate expansion decisions and new location economics
- Comfort partnering with founders and operators
- Strong judgment around when to build, when to wait, when to cut and when to invest
- Ability to communicate financial insights simply and clearly
- High standards for accuracy, confidentiality and follow-through
- Practical knowledge of payroll, systems, accounting processes, controls and financial operations
- Investor-readiness experience is helpful, especially fundraising, board reporting or lender diligence
- Knowledge of AI-powered finance tools and automation
- Familiarity with payment gateways and digital transaction ecosystems
- Experience managing high-growth or rapidly scaling businesses
- Strategic thinking with strong commercial acumen

COMPENSATION

The salary range for this role is \$120,000 - \$160,000, which is the lowest to highest salary we in good faith believe we would pay for this role at the time of this posting. An individual’s position within the salary range will be based on several factors including, but not limited to, specific competencies, relevant education, qualifications, certifications, experience, skills, performance and business or organizational needs. The successful candidate may be eligible for other incentive compensation including future equity awards, subject to company plan eligibility criteria and individual performance.

This role is about helping define the numbers behind a business that is becoming something much larger. RoboHub has the ingredients that are difficult to manufacture: parent trust, child excitement, a differentiated learning model, strong founder conviction, and real demand. Now the company needs the financial system that can carry those ingredients into the future. The Head of Finance will help make sure RoboHub can grow without losing control, serve more families without weakening quality and build a company whose financial strength makes its educational mission more durable.