

Director of Finance & Operations

Position Announcement

Position Overview

First 5 Association believes that all of California's youngest children deserve to be healthy, safe, and ready to thrive in school and life. We are seeking a Director of Finance & Operations to build and manage stellar internal financial and operational systems to strengthen our organizational capability. Reporting to the Executive Director, The Director of Finance & Operations will drive improvement as we enhance the quality and performance of the organization's finance and operations systems for two related nonprofit organizations with a combined annual budget of \$5 million.

The **Director of Finance & Operations** is a leader, process and systems builder, problem-solver, and clear communicator. They are a people person and a committed relationship builder, valuing human-centered systems design and building momentum for a continuous improvement approach. The successful candidate will be a hands-on and participative manager responsible for our work in the following areas: organizational finance, business planning and budgeting, human resources, administration, and IT. This position is an exciting opportunity for an experienced nonprofit finance and operations leader to maximize and strengthen the internal capacity of a well-respected, mission-driven, high-impact organization.

Successful Candidates:

- Have a passion for making the internal systems and operations of a nonprofit organization high performing to help advance the overall mission, integrating best fiscal and operational practice with human-centered approaches that support and advance the programmatic work of the organization.
- Have a talent for building systems and processes that shift practice from reactive problem solving to proactive systems development and management.
- Have a knack for analyzing, adapting, and improving organizational processes and enjoy working to improve quality, efficiency, and effectiveness.
- Bring combined experience in nonprofit finance, management, and operational leadership.
- Are committed to building an organizational and team culture centering race, equity, diversity and inclusion.
- Are skilled at understanding how organizations work and how to get things done by tapping into the strengths and values of the organization's culture and people.
- Want to be a part of a team that is collaborative, mission-oriented, hard-working, evolving and caring.

Key Responsibilities

Financial Management

- Lead day-to-day finance operations, manage one employee, and partner with our CPA firm.
- Assume functional responsibility for accounting-related activities including accounts payable, accounts receivable, account reconciliations, dues management, and grants fiscal management and reporting in coordination with CPA firm for two related nonprofit organizations, First 5 Association and the California Children & Families Foundation.
- Provide overall financial oversight and monitoring, including development and implementation of sound fiscal management practices and internal controls, oversight and revisions to personnel allocations to accurately reflect program work, and develop systems and processes for financial tracking of restricted grants. Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant period; collate financial reporting materials for grants.
- Review and analyze monthly, quarterly, and annual financial reports prepared by outside accounting firm.
- Present financial reports in an accurate, clear and timely manner to the Executive Director and the Board budget and finance committee to keep leadership abreast of both organizations' financial status. Work closely with the Board Treasurer and provide staff support to the Board budget and finance committee.
- Ensure the organization has the fiscal systems and procedures in place to support mission-critical work across the organizations, including review and make recommendations for adaptations and revised and new finance policies and procedures. Implement system and process improvements needed through effective change management approaches.
- Continuously collaborate with Director peers to establish finance and administrative systems to support program operations. Work closely with program leaders and their staff to educate them about finance and accounting procedures and systems adaptations that may be needed, particularly related to grants, and explore how the finance function can support program operations.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate and make recommendations for future budgeting to better meet program needs.
- Coordinate and lead the annual audit and tax return preparation processes, liaise with independent external auditors and the finance committee of the board of directors; assess and implement any changes necessary.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Human Resources

- In coordination with the Executive Director, manage and further develop human resources systems, including performance management system, compensation and benefits, recruitment and retention, staff wellness and recognition activities, and general policies and practices, with an emphasis on building a diverse, equitable and inclusive organization.
- Partner with the organization's outside vendor for payroll and employee benefits.
- Ensure HR systems and services are clear, responsive and accessible.
- Establish and manage a training program to educate employees regarding benefits, staff tools, policies, and procedures.

Information Technology and Administration

- Oversee IT functionality and outsourced IT partner to ensure ongoing maintenance and quality of IT systems and infrastructure.
- Support IT technical aspects of new knowledge management and sharing platform for 58-member organizations.
- Responsible for business and contracting needs, including: business insurance; memorandums of agreement; contracts; leases, and other legal documents and agreements.

- Oversee general office management functions to ensure an effective, high quality work environment and efficient, daily operations of physical plant and equipment.
- Improve operational management systems, processes and best practices and provide process improvement expertise to internal stakeholders.
- Plan and oversee office space needs, including rental agreements.
- Ensure compliance with federal and state regulatory laws, guidelines and standards across all aspects of finance and operations.

Team Leadership

- Leverage strengths of Operations Coordinator reporting to this position, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and welcoming, inclusive work environment.

Qualifications:

Knowledge and Education

- Seven plus years experience working in nonprofit finance.
- Three plus years management level experience in nonprofit finance and operations, including HR and employee supervisory experience.
- Thorough knowledge of finance, GAAP, IRS nonprofit regulations, and of accounting standards, practices and software.
- Previous experience holding a position with administrative authority over the quality and content of all fiduciary activities for either a nonprofit organization or department highly preferred. Experience working with a mix of 501(c)(3), 501(c)(4), and 501(c)(6) organizations a plus.
- Bachelor's degree or some college combined with equivalent experience in business administration, business management, or accounting. CPA licensure a plus.

Skills and Capabilities

- Expertise in nonprofit finance, accounting, budgeting and grants fiscal management;
- High proficiency in process management; technical and practical skills in process improvement and managing through systems;
- Organizational savvy and agility; knowledgeable about how organizations work, ability to navigate organizational dynamics well and get things done;
- Strong management skills, including ability to set priorities and manage multiple projects, effective delegation and professional development of direct reports;
- Keen analytic, organization and problem-solving skills demonstrated to support and enable sound judgment and decision making; can look ahead and project potential issues and challenges and find ways to address them;
- Demonstrated change management capability, including ability to actively listen and solicit feedback from stakeholders, communicate about the process and change, develop a smart strategy by doing the homework and engaging stakeholders to determine the changes needed and execute on them, and assess the impact of changes and adjust as needed.
- Proven ability to work with racially, economically, linguistically, and politically diverse communities, leaders and staff;
- Ability to work independently with general direction;
- Ability to convey financial reports and issues clearly; ability to communicate finance to colleagues who do not have finance backgrounds;
- Excellent interpersonal skills: approachable, ability to demonstrate you are listening, consider what others are communicating; conflict resolution skills; and committed to human-centered problem solving and systems

- Demonstrate high degree of integrity and trustworthiness, ability to exercise discretion and keep matters appropriately confidential as necessary;
- Team oriented, collaborative with capacity to build consensus and strong peer relationships, and work effectively on cross-functional teams.

Location and Travel

- Position located in the East Bay Area or Sacramento.
- Occasional travel within California.

The chosen candidate will join a ten-person team devoted to...

- Making a difference in the lives of young children and their families in California, particularly those that face the most systemic barriers to opportunity;
- Being strategic and nimble in navigating an ever-changing environment as we work toward long-term goals and maintaining responsiveness to member issues;
- Growing our collective capacity to deepen our impact, take on new opportunities and challenges in the “what” and “how” of our work, and simultaneously be aspirational and pragmatic;
- Intentional, thoughtful, meaningful collaboration;
- Supporting individual and team learning and ongoing development;
- Seeking to learn about and from each other’s backgrounds and experience and incorporate the fullness of each person’s talents and insights into our work together; and
- Recognizing the importance of supportive relationships and the need to prioritize them inside and outside the workplace; making time for personal connections in the office, acknowledging challenges, and allowing people to share at their own level of comfort.

In an organization which....

- Is in the process of developing a new three-year strategic plan to deepen our impact, advance our mission for young children and their families, and fully center our four core principles of a whole child whole family framework, equity, systems coordination, and prevention;
- Is taking actionable steps toward becoming more equitable, diverse and inclusive, and recognizes actional steps must be ongoing and continue evolve in response to societal change
- Recognizes and values the connection of strong, high functioning internal operational systems and externally oriented work to advance our mission;
- Focuses on the power of all 58 county First 5’s working collectively toward shared goals to improve outcomes and opportunity for children and families while recognizing and honoring the strengths and expertise of local First 5’s work in their diverse communities; and

It is the policy of First 5 Association to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation or medical condition, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation and benefits.

Application Submission

Please send a cover letter and resume to applications@first5association.org. In service of building a more equitable hiring process, we ask applicants to consider removing any identifiers from their cover letter and resume related to race, ethnicity, sexual orientation, religion, or other identity factors. Research indicates this is one systems change that can reduce the impact of unconscious bias in the preliminary selection process. We look forward to learning about and from candidates’ full lived experience in later stages of the interview process. **Applications will be considered on a rolling basis through July 9, 2021.**