



**Job Title:** Director of Finance and Administration

**Reports to:** President

**FLSA:** Exempt

**Date Revised:** October 2020

**Location:** Preference for Baltimore area-based; open to remote locations

**Overview:** The Director of Finance and Administration will serve as a strategic and operational leader working closely with the President and the Management Team. The ideal candidate is a proactive and creative leader with strong not for profit experience and the ability to guide and develop an internal team in support of the following key functional areas: finance, business planning and budgeting, human resources, administration, and information systems technology.

The Director of Finance and Administration will bring particular insight and experience to reimagining and simplifying internal systems across organizational operations. This leader will enable JVC to build a nimble, innovative, and analytical organization, one capable of coordinating and organizing across the globe.

The Director of Finance and Administration ensures that there is a strong, stable and compliant finance, human resources and administrative infrastructure in place that enables JVC to advance its mission and four core values: simple living, spirituality, social justice and community and its commitment to continue its work to become an anti-racist organization.

### **Responsibilities:**

#### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and both the audit and finance committee of the board of directors.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Work closely with/supervise the HR manager to develop annual compensation budget and benefits packages. Oversee human resource reporting and compliance with HR manager.
- Implement a robust contracts management and financial management/reporting system.
- Update and coordinate implementation of necessary business policies and accounting practices; improve the finance department's policy and procedure manual.
- Manage relationships with financial institutions
- Ensure compliance with federal, state and local reporting and registration requirements.
- Effectively communicate and present the critical financial matters to the board of directors. Staff the Board Audit and Finance Committees.
- Manage Finance and Administration team including but not limited to the Finance Associate, Staff Accountant and Office Manager

## **Program Support**

- Analyze and make recommendations for changes to annual assessment fees paid by Agencies
- Review and make any changes to annual program agreements (between JVC and Agencies) for Admissions; respond to Agency questions re: program agreement
- Manage utilities, including internet, for all volunteer houses
- Administer and negotiate leases for multiple volunteer properties (32) and headquarters
- Work with Area Managers in assuring JVC-owned vehicles are properly maintained, tagged, titled and insured.

## **Technology**

- Investigate, recommend, and manage changes with external partners in determining the technological needs of JVC today and into the future.
- Develop efficient and effective internal operations systems, across all software, databases and various technological platforms, with the goal of transforming JVC's data-analytics capacity.
- Responsible for the technology vision and planning process that will regularly evaluate existing technology, information systems, and staffing, research new solutions and technologies and recommend changes.
- Coordinates and manages reporting needs and data analysis. Ensures that the gathering, processing, distribution and use of pertinent information required by management to make decisions occur in a timely, accurate and cost effective manner.
- Oversee relationship with IT Managed Service Provider.
- Assure data and information system integrity and security.

## **Administration**

- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales
- Work closely and transparently with all external partners including third-party vendors and consultants.

## **Qualifications**

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience in a nonprofit organization; ideally 6+ years of broad financial and/or operations nonprofit management experience
- The ideal candidate has experience carrying final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen or interacted closely with human resources previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues.
- Experience in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of JVC and its commitment to continue building JVC into an anti-racist organization.

### **Physical Requirements**

To perform in this position successfully, an individual must be able to:

- Exert minimal physical effort with intermittent movement going from one place to another
- Withstand prolonged periods of sitting in meetings or at a desk working with a computer
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

To Apply: Email your resume and a cover letter with salary requirements to Human Resources at [careers@jesuitvolunteers.org](mailto:careers@jesuitvolunteers.org)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**The Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities**