



Job Description Director of Finance & Operations

Title: Director of Special Projects

Location: Remote/33 North Dearborn, Chicago, IL

Supervised by: Executive Director

Supervises: Administrative Coordinator, Finance Associate

Status: Full-Time, Exempt

Date revised: October 22, 2022

Position Summary:

The Director of Finance and Administration will be a strategic thought-partner, and report to the executive director (ED). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and information technology.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as The Network continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Position 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 the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; 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.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.

- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources, Technology and Administration

- Further develop The Network's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has experience of 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 a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- 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

Knowledge, skills and abilities:

To perform this job successfully, an individual must be able to perform each essential duty at a high level. This position requires the ability to: maintain flexible attitude and approach, multi-task and establish and deliver priorities on time, maintain organization in a changing environment, and have the ability to make independent decisions, reflection, and corresponding recommendations. Ability to give and receive

direction and respond to questions in a clear and succinct manner. Ability to work independently with minimum supervision and utilize good judgment in making decisions. Must handle confidential matters in a mature and responsible manner. Attention to detail a must. Knowledge of domestic violence programs strongly preferred.

Additionally, this position works as part of a larger diverse agency wide team and must be team-oriented to accomplish the requirements of this position and to ensure a high level of responsiveness to funders and sub-grantees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Completion of the 40-hour domestic violence training must be completed within three months of hire. This will be completed at The Network.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Physical Demands: Work requires some physical activity - walking over uneven terrain in all seasons, carrying and lifting (up to 25 lbs.) and local travel (in the future, when relevant).
- While performing the duties of this job, the employee is regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach.
- Work Environment: Fast-paced environment. Space to be on confidential conference and zoom calls when working remotely, along with internet access. Work is performed indoors and outdoors (with possible travel when relevant).
- Equipment: General office equipment.
- Schedule: This is a full-time, hybrid position.

Compensation

Salary for this position is \$70,000-80,000

How to Apply:

Please submit resume and cover letter to:

apyron@the-network.org

with the subject line: "first name, last name –Director of Finance & Operations

No phone calls please.

People of Color, LGBTQIAA+ individuals, immigrants and survivors are strongly encouraged to apply.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities. This position description should be revised on an annual basis to reflect such changes. I have read this job description, understand it, and am able to perform the essential job functions of this position. I have had the opportunity to discuss the job description with my supervisor.

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.