POSITION DESCRIPTION

Title: Director of Finance and Administration

Classification: Part Time

Reports to: COO

Position Summary
The Director of Finance and Administration will be a strategic thought-partner, report to the COO and work closely with the CEO. 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 and accounting, business planning and budgeting, human resources, administration, and strategic finance/investment projects.

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 ECCF continues to grow its assets, expand its community leadership & impact 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. This role has the potential to expand as the organization grows both in responsibility and job title.

Essential Functions:
- Lead and manage and/or collaborate with small finance and accounting team
- Coordinate and lead the annual 990 and audit process, liaise with external auditors and the finance/audit committee of the board of directors; assess any changes necessary.
  - Identify and manage accounting “red flags”
  - Assess accounting performance
- In coordination with the Finance Manager, establish effective and transparent internal controls (e.g. Payroll) and record keeping; Document internal accounting and finance controls
  - Ensure appropriate review, including compliance with reporting requirements in accordance with laws and regulation
- Oversee Financial Reporting and Communications
  - Oversee (with finance team) budgeting and periodic assessment of the annual budget
  - Manage organizational cash flow and forecasting.
  - Develop and manage (with Sr Management) 3-year proforma that aligns with Strategic Plan
  - Develop/enhance general financial and operational reporting tools and outputs of ECCF Funds and FOI/Discretionary Funds
Work effectively with the board, the investment committee, and financial advisors
  o Serve as staff support to the finance and investment committees

Continuously work with team to improve operational efficiency of finance team as organization scales/grows

Oversee bi-annual compensation study

Oversee facility needs, contracts, operation and strategy

Oversight of complex asset gifts

Work on strategic initiatives that may involve (as examples):
  o Coordinate and document process for Fund rebalance compliance and transparency
  o Evaluation of investment strategies and instruments for the foundation
  o In partnership with Director of Gift Planning, implement coordination and set up process with Financial Advisor Program and annual review/oversight
  o Evaluate new impact investment mechanisms (e.g. loans or investments in local social oriented funds (PRIs or MRIs) or alternative local impact investments)
  o Assess and Improve core financial technical systems and tools
  o Define Business continuity and disaster plan and review annually

Perform other duties as assigned.

Qualifications:

• At least 7 to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience in a nonprofit organization

• 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

• 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

• Personal qualities of integrity, credibility, and dedication to the mission of ECCF

• This position will need ability to attend meetings and events outside regular work hours as needed.

Requirements:
The following education requirements are considered essential:

• Minimum of a BA in Finance or Business, ideally with an MBA/CPA or related degree

The following physical and other requirements are considered essential:

• Ability to lift objects of at least 25 pounds in weight. Must be able to operate and have access to a vehicle for work-related travel around the county, including travel outside of Essex County.

• Attendance will be required at special events during and outside of normal work week hours.

Effect on End Result:

• Professional finance and administration operation with utmost integrity

• Strong working relations with the ECCF Trustees and the Finance Committee

• Clean Audit, 990 and Accounting Policies and efficient Operations

• Clear and effective financial communications and reporting to all appropriate stakeholders

• Ability to lead and execute on key strategic efforts that are critical to ECCF meeting Strategic Plan and Fund Holder Expectations