**Position Title:** Director of Finance & Operations

**Status:** Regular, Exempt, Full-Time

**Location:** Preference for candidates with the ability to be in-person at our office in White River Junction, VT at least 1-2 days per week, but we will consider candidates who would be fully remote (within the United States).

**Hiring Range:** $80,000-$90,000

**Posting Date:** August, 13, 2024

**To Apply:** Submit an application to hr@vitalcommunities.org. See the end of this posting for information on what constitutes a complete application.

**Application Deadline:** Applications will be accepted until the position is filled. Vital Communities will begin reviewing applications on September 3, 2024.

**About Vital Communities:**
Vital Communities is at an exciting turning point. We completed a strategic planning process in Spring 2023. The resulting Strategic Compass reflects both our commitment to justice, equity, diversity and inclusion (our JEDI principles) and our intentions to listen to and trust perspectives that challenge our own, identify and test alternatives to the status quo, and advance systems that are just. To drive this work, our goals are focused on strengthening internal systems to foster accountability, efficiency, transparency, equity and trust. We recognize that this is a journey and that there are both internal and external challenges we need to overcome as we seek to effect change within our organization and in our communities.

**The Job at a Glance**
This position will provide senior leadership for all aspects of Vital Communities financial and operational management. The organization has an approximate annual budget of $2.3M for FY25 and a staff of 20, with a complex mix of funding sources across a variety of program initiatives. Over the past year we have done extensive work to strengthen our finance systems, and this is an exciting opportunity for a collaborative, people-centered finance and operations
leader to build on the existing foundation – continuing to envision and create practices and processes that enhance Vital Communities’ effectiveness and allow our people to thrive.

The Director of Finance & Operations will report to the Executive Director, serve as a member of Vital Communities’ Leadership Team, manage the Finance Manager, and supervise particular responsibilities owned by the Office & Administrative Coordinator. Vital Communities is a highly collaborative organization, and the Director of Finance & Operations will work closely with staff across Program, Development, and Human Resources, including the Grants Manager, Development Director.

**Job Responsibilities**

*Finance (~65%):*

- Ensure that the organization’s finances are managed to provide accurate and timely financial information and to meet all applicable accounting standards, funder requirements, and regulatory requirements
  - Maintain & develop internal controls, policies, and procedures
  - Conduct monthly, quarterly, and annual close processes and lead the preparation of financial statements and regulatory filings
  - Lead the creation of the annual organizational budget via a collaborative process across staff and Leadership Team, and manage multi-year forecast and planning
  - Build and manage budget and cash flow projections, providing regular reports to Leadership Team to keep them informed of financial status and engage them on necessary decision-making
  - Prepare for and manage Vital Communities’ annual audit and relationship with our audit firm
  - Serve as staff point person with Finance Committee of the board, including prepare all financial reporting for the board and Finance Committee and working closely with the Treasurer to engage the Finance Committee and board on financial matters and decisions
  - Identify need for, create, and maintain key financial tracking systems including depreciation schedule, tracking advocacy/lobbying activities, staff timesheet system, and policies to comply with grant compliance requirements
- Ensure that Vital Communities has timely grant budgets, financial reports, and spend down forecasts that align organizational needs, programmatic desires, and funder interests/requirements
  - Manage Vital Communities’ grant allocations and indirect cost rate
  - Working with Development and Program staff to collaboratively prepare budgets and budget narratives for funding requests
- Collaboration across teams, own the reporting of spend down of grant funds, including submission of invoices for reimbursable funds and filing of federal financial reports
- Engage Program staff to understand the spend down of funds that support the programs they lead, ensure their input on accuracy of data, and empower them with financial decision-making within funding parameters
- Collaborating with the Development Director, ensure new funding requests align with Vital Communities’ organizational budget and priorities and reflect input across departments
  - Ensure that staff understand Vital Communities’ finances and finance systems relevant to their work
    - Ensure that staff-facing finance systems are user-friendly, and that staff understand how to use them
    - Provide regular staff-wide updates on Vital Communities’ finances in an accessible and clear manner
    - Serve as a collaborative and creative thought partner for staff on how to operationalize finance elements of their work

Operations (~20%):
- Ensure that Vital Communities manages and mitigates organizational risk
  - Maintain and periodically review appropriate insurance coverage
  - Ensure regulatory compliance by completing required federal, state, and local filings
  - Manage Vital Communities’ contracting process
  - Ensure appropriate data security practices, policies, and training
- Ensure that Vital Communities has the technology needed for staff to succeed in their work
  - Oversee effective organization of Vital Communities’ document management system
  - Oversee outsourced IT vendor to ensure quality service at reasonable price
  - Identify and lead technology systems improvement projects
  - Ensure clear staff-facing policies and trainings on use of technology at VC
- Ensure facilities are meeting Vital Communities’ needs
  - Lead the process to renew lease or find new space once lease expires
  - Ensure policies, systems, resources, and training for effective office management and security/safety
- Ensure that Vital Communities has clear systems, policies, and practices to operate effectively across teams
○ Collaborate with the Leadership Team to ensure that Vital Communities has all required staff and board policies
○ Develop & manage an equitable contracting and procurement system
○ Ensure policies, systems, resources, and training for cross-team operational topics such as event security/safety, travel, and emergency protocols
○ In collaboration with the HR Director, identify and implement opportunities for improvement to practices, systems, and tools for collaboration, communication, and alignment across teams

● Partner with the Executive Director on key projects and support related to the Board of Directors, including board meeting and retreat preparation, organization of board materials and tasks, and orientation of new board members

Team management (~15%):
● Supervise the Finance Manager and provide back-up coverage as needed
● Supervise the Office & Administrative Coordinator’s work on facilities, equipment, mail and check processing, and technology
● Provide holistic view across finance and operations to ensure all staff receive consistent, timely, quality support and decision-making
● Seek staff input to inform finance and operations goals, keeping staff updated on priorities and progress

Knowledge, Skills, and Abilities

● **Technical skills:** Deep knowledge of nonprofit accrual accounting and grant management, including management of restricted funding; experience with state & federal grants preferred

● **Detail orientation:** ability to consistently produce work that is complete and free of errors; proactively identifies and corrects any mistakes or omissions

● **Tech savvy:** comfortable using and adapting new and existing technology to meet organizational needs, with strong skills in Microsoft Office, Google Workspace, and financial management software; QuickBooks experience strongly preferred

● **Customer service orientation:** builds positive working relationships with both internal and external partners and enjoys supporting others to excel in their roles

● **Communication:** ability to convey technical information to others in an accessible way
• **Proactive problem-solving:** Identifies needs and gaps, prioritizes based on organizational goals, collaborates with others to understand their needs, and develops and implements creative, people-centered solutions.

• **Flexibility & adaptability:** ability to quickly change priorities and approaches, and to create systems and supports for staff that can evolve as organizational needs change.

• **Project management:** able to plan and manage multiple complex projects simultaneously, working closely with others to gather input, keep them informed, build support and participation, manage conflict as needed, and deliver high quality results.

• **Operating in uncertainty:** Comfortable working in situations where roles aren’t clearly defined, and skilled at creating clear responsibilities and processes within this context.

• **People management:** experience with supporting and coaching others to succeed in their work and move tasks/projects forward – with direct reports, peers, and “managing up” to executive leadership.

Please apply for this job if you are interested, even if your experience does not meet 100% of the job description. We understand that experiences, skills, and qualifications come in many different forms. The application and interview processes are designed to give you and us opportunities to explore how your unique set of skills, experience, and perspective fit with this position.

A resume is required. We invite you to share additional materials if you choose. This is not required. You’re welcome to send in anything else that would represent your ability to do this job, such as a cover letter, a video, an audio file, or an example of your work. Whether or not you send additional materials, or if you send more than one, is not indicative of a strong application. We offer this opportunity to support different ways of expression and communication. Please limit a video or audio file to less than 2 minutes and 30 seconds in length.

*Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender identity, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, participation in our programs or events, or the provision of services.*