

Director of Finance and Administration

Position Title: Director of Finance and Administration

Employment Status: Exempt, full-time employee

Reports to: Executive Director

Organization

Founded in 2005, Compass Working Capital (“Compass”) is a nonprofit organization that provides incentive-based savings and financial coaching programs that empower working, low-income families to build assets, achieve their financial goals, and become financially secure. More broadly, Compass seeks to build a leading, nonprofit financial services organization that promotes economic mobility and financial security for working poor families by influencing field-related practice and policy.

Over the last four years, our focus has been the launch and expansion of an innovative, new model for the Family Self-Sufficiency (FSS) program, a historically underutilized employment and savings program for families who live in federally subsidized housing. The first program of its kind in the country, the Compass FSS program is offered through unique partnerships with multiple housing authorities in Massachusetts and has attracted local and national attention as a scalable model to help families in subsidized housing build assets, reduce their reliance on public assistance, and become financially secure. Building on the success of our strong, local programs, we seek to influence national practice and policy through a broader growth and replication effort.

In addition to our core FSS programs, we also provide contract-based financial coaching programs for other nonprofit organizations that serve low-income families.

For more information, please visit www.compassworkingcapital.org

Position

Compass is looking for a mission-oriented, strategic leader with experience managing finance and operations in a high-growth organization. Reporting to the Executive Director (ED), the Director of Finance and Administration will be responsible for overseeing overall organizational operations, including finance, human resources, administration, business planning, legal, and information technology.

Internally, the Director of Finance and Administration will also serve as a thought partner to the ED and as a critical member of a small leadership team responsible for strategic decision making. The Director of Finance and Administration will work closely with the ED and the leadership team to strengthen overall organizational capacity and impact, develop and implement a national replication/dissemination strategy, and influence broader field building and policy efforts.

This position is an exciting opportunity for an individual with a strong finance and operations background to help strengthen and expand a program model with the potential to scale both locally and nationally.

Responsibilities

Finance

- Oversee and lead annual budgeting and planning process in conjunction with the ED; monitor progress and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Provide overall financial oversight and monitoring, including development and implementation of sound fiscal management practices and internal controls.
- Manage and oversee monthly accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants. In this capacity, manage relationships with key external vendors, including outsourced accounting/CFO firm and outsourced bookkeeping firm.
- 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.
- Analyze and present financial reports in an accurate and timely manner; develop 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.
- Provide staff support to the finance committee on the Board of Directors.

Human Resources

- Manage and oversee Compass's human resources (HR) functions, including: recruitment and hiring; benefits administration and oversight; new employee orientation, and employee retention strategies.
- Further develop Compass's human resources capacity as the organization scales, 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 policies and procedures.
- Work closely and transparently with all external partners, including third-party vendors and consultants.

Information Technology

- Oversee Compass's outsourced, cloud-based IT partner to ensure ongoing maintenance and quality of IT systems and infrastructure and to monitor performance against contract.
- Manage and track organizational need for computer hardware and software, procuring new equipment as needed.
- Collaborate with ED to ensure successful implementation, and ongoing management, of Salesforce.com platform for client data tracking and volunteer/donor management.

Legal

- Oversee risk management and legal activities, including: business insurance; memorandums of agreement; contracts; leases, and other legal documents and agreements.
- Ensure compliance with all applicable laws and regulations, notably Massachusetts privacy and data security laws.

Strategy and Business Development

- Work in partnership with ED and leadership team to implement new strategic initiatives in response to an increasing demand for Compass's services.
- Work in partnership with ED and leadership team to develop strategic plan for Compass, including developing a business plan for national replication/dissemination. Provide financial and operational input for all strategic planning processes.
- Partner with ED and leadership team to represent Compass with key stakeholders, including funders, the media, government, academic institutions, community organizations, and volunteers.

General

- Oversee general office management functions to ensure effective, high quality work environment and efficient, daily operations of physical plant and equipment.
- Oversee all administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Key Qualifications

Compass seeks a Director of Finance and Administration who believes in our core mission and has experience developing and managing strong financial and operational systems in a high-growth environment. We also seek an effective leader who can motivate, inspire, and develop a committed and diverse team. Key qualifications are enumerated below.

- *Commitment to Compass mission.* Dedication to and passion for Compass's mission to empower low-income families to build assets and financial capabilities as a pathway out of poverty.
- *Financial management.* Proven track record in organizational budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems.
- *Operational skills.* Proven track record in developing and managing operational systems in a high growth organization; strong project management skills.
- *Attention to detail.* Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
- *Action oriented.* Ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multi-task. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.
- *Results oriented.* Unwavering focus on delivering high quality, data driven results. Committed to innovation, excellence, and entrepreneurship.

- *Strategic vision.* Ability to think strategically and connect strong execution to broader strategic priorities and objectives.
- *Leadership.* Exceptional capacity for managing and leading people from diverse backgrounds. Committed to investing in and developing staff and positioning them to succeed. Self-directed, positive, energetic, flexible, compassionate, collaborative, and team-oriented individual.
- *Education and professional experience.* BS/BA degree with at least 5-7 years of experience managing finance and operations in a high growth organization. Advanced degree (e.g. business or public policy) preferred.
- *Personal qualities.* Integrity, compassion, sense of humor, mission-oriented, and commitment to excellence.

Compensation

The Director of Finance and Administration position is an outstanding opportunity to join a high-growth, mission-driven organization. Compass offers a competitive compensation package including salary, health, vacation, 403b, and other benefits.

Additional Information

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Compass is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

Compass is located in Boston's financial district at The Nonprofit Center, the first mission-based, multi-tenant center in Massachusetts created exclusively to house progressive social change organizations. For more information, please visit our website, www.compassworkingcapital.org.

How To Apply

To apply, please submit a resume and a thoughtful cover letter to: apply@compassworkingcapital.org. Please identify the job title in the title of your email.