



# PARTNERSHIP FOR AMERICA'S CHILDREN

State and local child advocates working  
together for a better future

## **Director of Finance and Operations**

**July 26, 2021**

The Partnership for America's Children is seeking a mission-driven leader to power our success through exceptional strength in financial and organizational infrastructure.

The Partnership is a nonpartisan membership network that connects, strengthens, and inspires state and local child advocacy organizations. The Partnership connects its member organizations to peer expertise, organizational and technical assistance, and national resources. We facilitate collaborations to deepen the level of impact of child advocacy within and across states.

The Partnership is based in Washington, D.C. and currently has a fully remote work environment. It expects to open an office in the DC area eventually; applicants must live in the D.C. metro area or plan to move there. The Partnership has 4.5 staff, 50+ members, and an annual operating budget of \$1.9 million plus regrantsing funds. The organization manages 10-15 grants, 10 to 46 regrants to members, and 10-15 vendor/consultant contracts each year. It is governed by a 10-member Board of Directors who are Executive Directors of member organizations.

The Director of Finance and Operations will serve a critical leadership role, reporting to the CEO and working with the staff and Board of Directors to manage finances, human resources, administration, and IT, and will work with Paychex for payroll, a contract for IT services, and a full-service public accounting firm for bookkeeping and internal financial reports.

### **Qualifications**

- Bachelor's degree in business management, administration, finance, or related field, or equivalent experience.
- Five or more years of experience in a similar role involving day to day financial and operational management, with at least two years in nonprofit financial management.
- Proficiency with organizational budgeting and financial management.
- Experience with and understanding of general accounting (GAAP), payroll management, human resources, and general business systems and functions. Demonstrated success in monitoring financial systems.
- Knowledge of and experience with human resources.

- Experience with facilities management preferred.
- Working knowledge of Microsoft Word and Excel, Google Docs, and accounting software. Familiarity with Paychex, Bill.com, Intacct, TSheets, and Expensify preferred.
- Experience in website management and maintenance, prior experience with managing a website build.
- Self-starter with attention to detail and a collaborative approach to problem-solving.
- Citizen or authorized to work in the US (the Partnership cannot provide immigration support).

### **Duties and Responsibilities**

- In collaboration with the CEO, develop and manage operational budgets and strategic financial decisions.
- Work with accounting firm and on-line financial systems to manage all payables and financial reporting.
- Administer receivables, purchasing, cash management, credit card account, equipment maintenance, office leases, insurance policies, consultant and vendor contracts.
- Implement office and accounting policy and procedures with proper internal controls and segregation of duties.
- Staff the Board Audit Committee and support the annual audit review and approval process.
- Work with public accounting firm to provide accurate financial statements and strategic analysis to support CEO, Finance and Audit Committees, and Board of Directors.
- Administer human resource functions, including the development and maintenance of job descriptions, personnel records, oversight of payroll, leave schedules, hiring and evaluation process, benefits, and personnel policies and procedures.
- Manage the physical infrastructure, including office space (currently remote), phone system, computers, and office equipment. Will lead process of locating new office space in 2022.
- With an IT support contract, manage computer network, ensure computer functionality for all staff, and manage data storage and email systems.
- Prepare and file required reports in Maryland, Washington D.C., and California; work with auditors to file reports with the IRS.
- Manage grant budgets, prepare financial information for grant proposals and grant reports.

- Manage process of paying regrants.
- Manage invoicing and collection of member dues.
- Manage development and maintenance of communications technology, including websites, listservs, meeting platforms, and software.
- Support the development of the Partnership’s strategic planning process within the Race Equity and Inclusion Committee.
- Staff the selection of a website developer and work with the website developer and policy staff to update the Partnership website and build a separate website for a project.

### **Salary/Benefits**

Salary range is \$80,000 to \$90,000.

#### **Benefits:**

- health care benefits that include vision and dental for employee and family, 75% of base plan paid by employer
- 401K after one year with a 4% match
- 15 vacation days per year, rising to 20 after two years, and 10 sick days per year

### **To Apply**

Send resume and cover letter to: [HR@foramericaschildren.org](mailto:HR@foramericaschildren.org). No phone calls, please.

The Partnership will review all applications received by August 13, 2021 and accept applications until the position is filled.

### **Diversity and Inclusion Statement**

The Partnership is firmly committed to a policy against discrimination based on race, color, national origin, religion, gender identity, sexual orientation, age, disability, veteran status, marital status, parental status, pregnancy, socioeconomic background, or any other classification protected by applicable law.

The Partnership is building a team that reflects the diversity of families and children within this nation. We strive to be an inclusive workplace dedicated to centering equity and justice in our work. Candidates who are committed to an anti-racist and anti-oppression approach to policy and advocacy are encouraged to apply.