

November 8 2018

JOB POSTING: DIRECTOR OF FINANCE & ADMINISTRATION

Reports To: Executive Director
Supervises: Accounting Manager
Employment Status: 60%-100% FTE depending on scope of responsibilities
Application Deadline: **December 14, 2018 or until filled**

Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. We analyze critical issues affecting API victims/survivors; provide training, technical assistance, and policy analysis; and maintain a clearinghouse of information on gender violence, current research, and culturally-specific models of intervention and community engagement. We serve a national network of advocates, community-based service programs, federal agencies, national and state organizations, legal, health, and mental health professionals, researchers, policy advocates, and activists from social justice organizations working to eliminate violence against women. Our vision of gender democracy drives our goals to strengthen culturally-relevant advocacy, promote prevention and community engagement, and influence public policy and systems change.

API-GBV offers a rich working environment that includes connecting with powerful, inspiring advocates; being exposed to the cultural and linguistic diversity of Asian and Pacific Islander communities; learning about federal, national, state and local networks addressing gender-based violence; understanding the strengths and struggles of survivors; and how all these forces contribute to social change.

For more information, visit our website at www.api-gbv.org

SUMMARY

The Director of Finance and Administration (DFA) provides leadership, direction, and day-to-day management of key functions including: finance, accounting, human resources, facilities, technology and general business operations; and assumes responsibility for the organization in the absence of the Executive Director. As a member of the senior management team, and working closely with the Executive Director, the DFA formulates and implements policies, practices and plans to meet the organization's short- and long-term objectives. Our ideal candidate is knowledgeable about federal grants (which comprise most of our ~\$2m budget), experienced in non-profit management, has strong analytic and interpersonal skills, and applies their financial and operations expertise to build and maintain efficient and effective systems to support organizational development and growth. There are two options for this position. Ideally, a candidate will take on the full range of financial, HR and operations functions described, in a full time capacity. However, the financial responsibilities of the

position are a top priority for the organization, so a 60% FTE position, focused on finance, is an option as well. This position is based in our Oakland office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial and budget planning and management:

- Participate with Executive Director and Management Team in strategic planning, translating operational, programmatic and staffing plans into working budgets;
- Drive the annual budget preparation process under the direction of the Executive Director;
- Develop grant budgets with the Executive Director and supervise the maintenance of financial records for each project in a manner that facilitates reporting;
- Manage annual audit and filing of annual tax returns;
- Oversee the preparation of timely and accurate financial statements and reports for use by management and Board;
- Provide customized financial reports and analyses to inform decision-making;
- Provide financial reports and financial activity detail, on a regular basis, to program managers, Executive Director and the Board, showing actual expenditures to date, variances and updated forecasts;
- Review monthly results with program managers and Executive Director, serving as a resource, supporting and training program managers on budget management and grant management, as needed;
- Oversee all grant and contract compliance (grant filings, documentation, fiscal report deadlines, etc.);
- Supervise and review accounting to ensure proper allocation of expenses in compliance with grant restrictions, internal allocations and manage the annual grants financial closeout process;
- Stay current with all federal regulations, Uniform Guidance, procedures to guard against fraud and waste, and implement policies and procedures accordingly; and
- Organization-wide contract management, including developing, negotiating, and managing compliance; and
- Supervise accounting staff.

Human resources and benefits administration:

- Direct Human Resources by refining and implementing HR policies and processes, including those regarding recruitment, hiring, onboarding, payroll, compensation and benefits, performance evaluations, disciplinary procedures, training and professional development and exiting processes;
- Serve as resource to staff on human resource and benefit issues;
- Build an environment of openness, with attention to staff needs, development and overall staff morale;

- Ensure compliance with all legal human resources requirements;
- Manage API-GBV's benefits programs;
- Coordinate annual open enrollment for health insurance and other benefits, COBRA notifications and enrollments; issue statutory and mandatory notices; and
- Liaise between Board, management team and staff, fostering communication between all parties.

Operations and administration:

- Insurance and risk management, including reviewing coverage periodically and at annual renewal time, analyzing coverage limits, deductibles, cost, recommending additional or alternative coverages, preparing applications, reviewing final policies, obtaining certificates, handling insurance issues and claims;
- Responsible for facilities, equipment, front office operations, and IT management;
- Maintain and manage relationships with landlord, outside consultants and vendors;
- Support the work of the Board and its officers;
- Manage in-house information systems to include essential operational information, such as account usernames and passwords, keeping operational procedures and manuals up-to-date, keeping operations calendar, keeping organizational and corporate files, etc.; and
- Other duties as assigned.

QUALIFICATIONS:

- 8+ years of increasing responsibility and related professional experience in financial management, human resources and operations, primarily within the non-profit sector.
- Bachelor's degree in non-profit business administration or equivalent experience; advanced degree preferred.
- Non-profit finance and accounting experience essential, knowledge of fund accounting is required;
- Experience with federal grants, Uniform Guidance, and grants management strongly preferred;
- Experience with human resources and human resource systems management is required.
- Strong Excel, Microsoft Office and accounting software skills.
- Experience with newly established non-profits and/or organizations undergoing growth and change preferred.
- Demonstrated ability to develop, implement, and manage business systems and processes, including expertise in financial analysis and budget development.
- A successful track-record in setting priorities, keen analytical, critical thinking, organizational and problem-solving skills enabling sound decision-making.
- Excellent verbal and written communication and interpersonal skills with an ability to negotiate, collaborate and work with a variety of internal and external stakeholders.

- Ability to translate financial concepts to effectively collaborate with the entire API-GBV team.
- Ability to balance attention to detail with big picture thinking required.
- Ability to prioritize and multi-task with the skill to shift quickly and effectively amongst tasks and priorities; ability to work under pressure.
- Good judgment, skilled in strategic goal setting, creating and implementing plans and making decisions.
- Highest possible integrity and credibility.
- Ability to lead and foster teamwork; strong leader and team-player with a proactive, service oriented attitude.
- Dedicated to the mission of API-GBV.

GENERAL API-GBV STAFF ROLES:

Along with all employees, the Director is expected to:

- Foster an environment that promotes trust and cooperation among constituents and staff.
- Apply policies and procedures to ensure that the principles of API-GBV are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Is accountable for participation in decision making processes and understanding the outcomes.
- Understand the mission, values, and principles of API-GBV and applies them in work responsibilities.

WORK ENVIRONMENT:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- The office work environment consists of double occupancy offices or cubicles equipped with a desk and/or laptop computer.
- Travel work environments include meetings in hotel/conference facilities; and office meeting rooms.
- With airline travel, airport environments contain security scanners and procedures; handling checked or carry-on baggage; managing changing flight schedules; and/or changing planes on connecting flights.

PHYSICAL DEMANDS:

The physical demands 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 the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to make public presentations, speaking to groups of 10-500 individuals.
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to handle a heavy national travel schedule averaging 1-3 out of town trips per month requiring airplane travel, for stays of 2-8 days.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines (and empty and load office dishwasher).
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 8 hours per day.

COMPENSATION:

Salary is commensurate with experience.

We provide an excellent benefits package, including medical, dental, vision, basic life and disability insurance, 401k, paid vacation and sick time.

APPLICATION INSTRUCTIONS: Deadline December 14, 2018 or until filled

Please submit your CV/resume and a cover letter specifically referencing the qualifications listed above to HR@api-gbv.org. In your cover letter, please state the FTE you are interested in applying for. In the Subject Line, note: Your last name, first name: DFA Search. No calls please.

Applications will be reviewed as they are received.

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.