

Bread & Roses Community Fund Seeks Senior Director of Finance & Administration

Do you enjoy supporting movement organizers and thrive in a collaborative work environment?

Bread & Roses Community Fund is a social justice fund and the Philadelphia region's leading funder of grassroots organizing for racial, social, and economic justice. Our slogan is, "change, not charity," and our goal is radical transformation of society. Since 1977, we have been connecting donors and organizers to move money to grassroots organizing for real change. We also provide training to movements for change, and work to build community across differences of race and class. Each year we raise every dollar that we give out in grants, and community members decide where that money goes.

The Senior Director of Finance & Administration leads Bread & Roses Community Fund's finance, human resources, facilities, information technology, and administrative functions. The senior director oversees finance, compliance, and investments for Bread & Roses Community Fund, including grants made through annual funds (Racial & Economic Justice Fund, Gender Justice Organizing Fund, Phoebus Criminal Justice Initiative, and Future Fund), special issue funds, a scholarship, and donor-advised funds, as well as the organization's endowment.

The person in this position will work closely with the Executive Director, the Board of Directors, and Committees of the Board on financial performance; supervise finance and administrative staff; and manage relationships with outside counsel, financial advisors, banks, and audit firm. Additionally, the senior director will work with legal counsel, strategic consultants, select contractors, and the Executive Director to drive and implement Human Resources and Operations strategy. This position reports to the Executive Director.

Key Responsibilities

Financial Planning: Strategy & Budget

- Develop, along with the Executive Director, financial strategy and plans to support organizational sustainability and growth including setting clear objectives and measures for financial performance of the organization.
- In alignment with organizational growth, grow board committee structure to include: Finance, Audit, & Investment.
- Oversee and direct the preparation of the annual budget and implementation of financial plans and annual budgets for each department.
- Develop cash strategy and support the board's efforts to set investment strategy (including asset/capital).
 - Develop multi-year budgets; forecast revenue, expense, and cash flow.

Financial Operations: Accounting & Finance Functions

- Oversee all accounting and finance functions of the organization. Complete monthly closing process and preparation of related financial reports.
- Assess the timelines and accuracy of tasks performed by the team and monitor process, progress, and results.
- Ensure all fiscal practices meet the highest standard of integrity and comply with generally accepted accounting principles and other industry standards.
- Implement financial policies and procedures that maintain an effective internal control environment with proper segregation of duties.
- Continually work toward promotion of efficiency and effectiveness of all finance functions via process and workflow improvements; including investment in and implementation of technology to support automation.
- With support from the Executive Director as needed, negotiate and manage all banking and vendor relationships and asset and contract management; as needed work with the board to update and maintain investment policy.
- Lead annual audit preparation, liaise during all audit phases, and lead preparation of annual form 990.
- Provide accounting and financial related assistance to other departments, including participation in training staff on fiscal procedures and budget management as needed.
- Ensure all financial issues are accurately tracked and resolved.

Financial Monitoring, Analysis, & Reporting

- Produce and analyze financial statements and communicate trends and emerging issues as necessary.
- Analyze budget variances and work across departments to address any significant differences and develop forecasts.
- Develop sophisticated reporting (narratives, financials, dashboards, etc.) to communicate financial results and trends.
- Provide regular updates to various internal and external stakeholders on all finance functions and activities, including attendance and presentations at staff meetings, Board meetings, and Board committee meetings.
- Conduct multi-year and project-specific analyses to inform future planning and strategies.

Human Resources

- Develop, along with the Executive Director, HR strategy and plans to support organizational sustainability and growth.
- Ensures that all HR practices meet the highest standards of integrity and comply with legal and industry standards.
- Lead the creation, maintenance, and continuous upgrade of infrastructure and resources for all aspects of Human Resources.
- Continually work toward promotion of efficiency and effectiveness of all HR functions via process and workflow improvements, including investment in and implementation of technology to support automation.

- Oversee management of full-cycle talent management (from recruitment to offboarding) aligned with Bread & Roses's commitment to hiring, maintaining, and supporting a diverse workforce representative of the communities we support.
- Lead the annual review of employee benefits and ensure organizational compliance with federal, state, and local laws and regulations.
- Oversee overall training and performance management within the organization.

Information Technology & Facilities

- Leads the creation, maintenance, and continuous upgrade of infrastructure and resources including: data, systems, technology, policies, procedures, and controls.
- Oversees outsourced IT managed service provider.
- Develops an annual technology plan (hardware and applications) and budget to meet the organization's tech needs and keep technology current and efficient.
- Continually work toward promotion of efficiency and effectiveness of all IT and facilities functions via process and workflow improvements including investment in and implementation of technology to support automation.
- Manages the interface with building management.
- Leads on space-planning and maintenance, including oversight of all office equipment, repairs, and maintenance.
- Manages procurement, contracts, and vendor relationships.
- Develops a plan for managing data, document recovery, and archives.

Required skills and experience

- **8-10 years of financial management and accounting experience** including relevant, progressive work experience in a nonprofit or philanthropic foundation setting and demonstrated knowledge of GAAP for nonprofit accounting.
- **Experience in oversight of investments and grants**, socially responsible investing, familiarity with endowments, restricted gifts, and donor advised funds. Experience with grants management and compliance strongly preferred.
- **Experience with finance and accounting software packages**, experience managing implementation of new systems and software preferred.
- Progressive **nonprofit administration and operations experience** including oversight of human resources and office technology and operations
- **Racial equity experience, skills, and values:** deeply believes that racial equity and social justice are important and is comfortable talking about race, gender, and other identities in plain (non-euphemistic) and specific terms. Continually able to hear, reflect, and act on feedback regarding identity and equity with the aim to learn.
- **Demonstrated leadership ability**, team management, interpersonal skills, and good judgment.
- **Excellent analytic and abstract reasoning**, problem-solving and organizational skills.
- **Self-starter** who demonstrates the highest standards of integrity.

- **Experience managing a high volume of work with efficiency,** asks for help and clarification when needed. Able to juggle competing demands and prioritize without sacrificing quality.
- **Clear written and verbal communication:** communicates well with others, including sharing context and asking questions to understand others' perspectives. Takes pride in providing clear, helpful information.
- **Attention to detail:** Notices and fixes errors that others might overlook.
- **Self-awareness and emotional intelligence:** Ability to hear, reflect, act on, and learn from feedback and willingness to give feedback to others.
- **Relationship building and reliability:** welcomes feedback and can adapt to new ideas and priorities. Builds authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities.
- **Mission alignment:** Shares our vision of liberation for all people and our theory of change that movements are the key strategy to get us there.

Location & Hours

This is a full-time, in-person position based in our Philadelphia office with potential for hybrid work as team needs allow. Our regular hours are Monday to Friday, 9:00 am to 5:00 pm, and this position requires working occasional evenings and weekends. We have COVID-19 safety protocols in place, and we revisit and update them in accordance with city, state, and federal guidelines.

Compensation

The salary is \$120,000; benefits package includes paid time off, 100% employer-paid health, dental, and vision coverage, short-term disability, long-term disability, life insurance, FSA for health and childcare expenses, an employer-paid health and wellness fund, student loan repayment assistance, 401(k) with an employer match, and more.

How to Apply

We strongly encourage Black people, Indigenous people, people of color, women, trans/non-binary people, LGBTQ people, elderly people, formerly incarcerated people, and people with disabilities to apply.

Email resume and cover letter as one pdf to jobs@breadrosesfund.org with "Senior Director Finance & Administration" in the subject line. No phone calls, please.

The deadline to apply is October 24, 2022. We appreciate all applicants, but we can only respond to those best qualified for the position.