



National Resource Center on Domestic Violence

JOB DESCRIPTION

JOB TITLE: Vice-President of Finance & Operations

STATUS: Exempt

REPORTS TO: Interim Chief Executive Officer

SUPERVISES: IT Director, Contracts & Grants Specialist, Fiscal Specialist and The Office and Program Coordinator

APPROVED By: Interim Chief Executive Officer DATE APPROVED: July 2023

SUMMARY:

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRCDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

The National Resource Center on Domestic Violence embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRCDV Stands in solidarity with individuals and groups who have been targeted, degraded, threatened, and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: *If we center the lived experiences of survivors of color in order to end systemic racism, we will attain safe and thriving communities.*

The Vice President of Finance & Operations is responsible for all aspects of the financial and fiscal compliance and management for the organization. This role is responsible for the oversight of the finance and operations teams, including management and maintenance of all office systems and facilities, budget management, fiscal reporting, audit compliance, payroll, financial and programmatic reporting for all funding sources, and ensuring that the organization's technology systems are reliable, efficient, and meets the ever-changing needs of the organization.

The Vice President of Finance & Operations will work closely with the CEO, Leadership Team and across NRCDV's teams to create and sustain an organizational culture that values and prioritizes equity, healing, and wellness.

In deep collaboration with the CEO and Leadership Team, this role is responsible for ensuring that NRCDV's strategic financial goals and best practices is in alignment with the organization's mission, goals, Theory of Change and commitment to equity and wellness.

The ideal candidate will have solid process and fiscal management skills, knowledge of non-profit and fund accounting, and a working knowledge of federal & state laws and best practices. The ideal candidate will be a seasoned professional with specific expertise in fiscal management and fund accounting, nonprofit management and governance, and IT/operations management. He or she will play a critical role in partnering with the senior leadership team in strategic decision-making. In addition, he or she will have excellent written and oral communication skills, and a keen interest in NRCDV's mission.

The Vice President of Finance and Operations reports to the CEO and interacts with the Board of Directors, primarily with Board Treasurer and Board Audit Chair on fiscal and investment matters.

The primary role of the VP of Finance and Operations working collaboratively with CEO, Board of Directors, NRCDV Leadership Team, and across NRCDV's team is two-fold:

- 1) Financial Management: Leading and overseeing all budget and fiscal functions, policies, and procedures; and,
- 2) Operations, Technology and Systems: Overseeing operational and program management systems, procedures and processes, and maintenance of all office systems and facilities.

1) Financial Management

- Lead the annual budget development process, monitor expenditures and variances, and proactively update income and expense projections.
- Chart cash flow and ensure cash flow needs and adherence to the Investment Policy.
- Prepare monthly and ad hoc financial reports for the CEO and the Board of Directors.
- Manage the annual audit process and serve as the primary liaison with the audit firm.
- Oversee tax preparation and filing.

- Supervise Accounting department to ensure timely and accurate bookkeeping, bank deposits, receivables, and payables.
- Negotiate, prepare, and monitor all vendor and consultant contracts.
- Perform all balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and prepare month-end close.
- Manage and track deferred revenue and maintain an updated grid of release from restriction.
- Oversee grant and donor receivables and coordinate tracking with the development team.
- Oversee documentation of pro bono revenue, fiscal agency and other special revenue and invoicing needs.
- Develop and implement systems, policies, and procedures to ensure compliance with federal & state or other funding requirements.
- Manage restricted funds or other funds in full compliance with relevant guidance and grant awards.
- Negotiate, prepare, and manage sub-contracts and sub-grants, including training of sub-grantees in compliance.
- Prepare all grant budgets, appropriate IRS forms, and grant budget variance or other fiscal reports for donors.
- Exercise final review for all organizational budgets, and final review and approval for all grant budgets and fiscal reports.
- Set up and manage people and systems to ensure adherence to restricted grant budgets, including periodic updates on budget variance and preparation of budget modification documents.
- Oversee and reconcile travel budgets and compliance with procedures and cost containment.
- Develop and manage general ledger and fund accounting systems and procedures, coding of payroll and other expenses to various programs through monthly cost allocations.
- Select, set up, and manage fiscal and payroll systems to ensure timely and accurate use and reporting.
- As needed, manage the process to secure NRCDV for federal funding.
- Serve as staff liaison to the Board Treasurer and Audit Committee.
- Ensure all fiscal policies, procedures and documentation requirements are adequate to protect the organization.

2) Operations, Technology and Systems

- Oversee information technology activities and budget to ensure efficiency and legal compliance.
- Develop and oversee document retention policies and manage disposal of records.
- Develop and oversee risk assessment and emergency planning policies and procedures.
- Oversee organizational insurance policies and ensure organization is adequately covered.
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures.
- Oversee compliance with state and federal registration and reporting obligations, including federal & state charity registrations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

- Bachelor's degree; MBA/CPA or equivalent experience preferred.
- At least 15 years of professional experience, with a minimum of 10+ years of broad nonprofit financial and operations management experience.
- At least 5 years of experience developing policies, procedures, and systems for and managing fund accounting, as these apply to sub-grants and contracts.
- Demonstrated experience as a trainer on accounting principles and compliance regulations.
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines.
- Experience in working with sub-grants, including federal compliance, and training of sub-grantees.

- Ability to thrive as part of a team with diverse experience, expertise, skills, and objectives.

Communication Skills

Excellent interpersonal and conflict resolution skills. A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including demonstrated meeting facilitation and training skills. The ability to facilitate courageous conversations, including during tough negotiations and in light of staff adjustment to adhere to new policies and procedures. Self-motivation and flexibility to respond quickly and effectively to unplanned and unexpected situations.

Computer Skills

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office and Adobe Suites and related software. Experience with using web design and content management software/systems.

Language Ability

Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

Reasoning Ability

Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Math Ability

Ability to read, interpret, organize, and analyze data.

Other skills, abilities, and behaviors important to the NRCDV

To be a successful member of the NRCDV team, an individual should demonstrate the following:

Shared vision and direction – Participate in opportunities to provide thoughtful feedback about the organizational vision, strategic plan, and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization. Personal qualities of integrity, credibility, and dedication to the mission of NRCDV.

Teamwork – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participates in discussions, surveys, retreats, evaluations, and other means of communication.

Ethics & Integrity - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

Valuing Diversity - Celebrates diversity and shows respect and sensitivity for cultural differences.

Personal Accountability – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

Problem-solving and Continuous Improvement – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

Judgment and Decision-Making – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

Dependability - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability and Innovation - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Fiscal Responsibility - Works within approved budget; conserves organizational resources.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described above 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.

TRAVEL REQUIREMENTS

Occasional travel between NRCDV office in Harrisburg and Washington, DC required, as well as some other national travel (some overnight)