



**Job Title:** Director of Finance and Operations  
**Supervisory Responsibilities:** Yes  
**Reports to:** Executive Director  
**Date:** May 18, 2021

**Budget Responsibilities:** Yes  
**FLSA Classification:** Exempt

## **Job Summary**

Identity, Inc is a nonprofit organization in Montgomery County, MD founded in 1998. Identity is a financially healthy organization with a budget size of approximately \$10 million dollars. The organization has seen tremendous financial growth over the last two years and is currently looking to add more capacity to the operations team. The Director of Finance and Operations will partner with the Controller, HR Manager and Facilities and IT Manager to ensure the operations run smoothly. The team also includes an A/P and Payroll Specialist, Staff Accountant, Administrative Assistant, and IT Specialist.

The Director of Finance and Operations will be an integral member of the senior management team at Identity. They report to the Executive Director (ED) and is responsible for the oversight and strategic planning for the following areas: Finance, Administration, Human Resources, Facilities and Information Technology. Given the organization's multiple program offerings and diverse funding (government as well as private grants and contracts), there is a heavy emphasis on reporting, compliance and supporting the development function.

The Director of Finance and Operations plays a critical role in partnering with the senior leadership team in strategic decision making, budgeting, fundraising and operations to meet Identity's mission.

## **Essential Duties and Responsibilities**

### *Financial Oversight*

- Effectively communicate and present financial matters to the Executive Director, Leadership Team and Board of Directors.
- Liaise with external auditors and the Treasurer of the Board of Directors.
- Lead the annual and long-term budgeting process in conjunction with the ED and other members of the Leadership Team; evaluate budget assumptions and develop various multi-year scenarios.
- Collaborate with Development staff on the preparation of proposal budgets.
- Support and collaborate with Program Directors in developing Program budgets and spending strategies.
- Update and implement all necessary business policies and procedures; maintain the overall policy and procedure manual.
- Oversee and support Finance team in developing and maintaining GAAP-compliant financial policies, procedures, and operation.
- Develop short-term and long-term financial strategies that support organizational growth.

### *Facilities, IT, Human Resources Oversight:*

- Oversee Identity's IT services including assuring technology appropriate to meet the organization's program and financial data processing, control and reporting requirements.
- Advise on the appropriate technology to meet the organization's needs.
- Collaborate with Identity's Human Resources Manager to educate employees regarding staff policies and procedures.
- Oversee and support HR Manager in developing and maintaining HR and equity functions including compensation, benefits management and organizational equity work.

- Ensure Identity's personnel policies are compliant with local, state and federal labor laws.
- Develop and manage contracts, general liability, property insurance, leases, space and equipment rentals, consultants as well as handle other legal agreements and compliance issues.
- Lead and manage Identity's risk mitigation including annual renewal for property and liability insurance, liaise with brokers as necessary and implement processes to mitigate overall organizational risk; contribute to emergency preparedness plans as needed.
- Oversee and collaborate with Facilities and IT manager to ensure effective logistical systems are in place.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations.

### **Education and Experience**

- Minimum of a BA, ideally with an MBA/CPA or related business degree.
- A seasoned and mature leader with at least seven years of overall professional experience; ideally many years of nonprofit financial and operations management.
- Experience with final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Knowledge of nonprofit accounting, including government, corporate, individual and philanthropic fund and grant accounting, compliance and reporting.
- A track record in grants management.
- Familiarity and comfort with web-based applications, accounting software, document management software and accounts payable processing systems.

### **Knowledge, Skills, Abilities**

- Ability to translate financial concepts to and collaborate with non-finance programmatic and fundraising colleagues.
- Ability to track and measure financial performance entity-wide and per project/grant.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Keen analytic, organizational and problem solving skills that enable sound decision making and efficiency.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
- A multitasker with the ability to set priorities, meet deadlines and wear many hats in a fast-paced environment without compromising attention to detail.
- Personal qualities of integrity, credibility and dedication to the mission of Identity.

To apply, email resume and cover to [humanresources@identity-youth.org](mailto:humanresources@identity-youth.org) with the subject line: Director of Finance and Operations, YOUR LAST NAME.