



# DONORS OF COLOR NETWORK

## The Donors of Color Network

**Title:** Director of Finance and Administration

**Background:** The Donors of Color Network is the first-ever cross-racial community of high net wealth donors and movement leaders committed to building the collective power of people of color to achieve racial equity. The Network launched in March 2019 and is building our team.

Reporting to the Executive Director, the Director of Finance and Administration will lead all day-to-day operations of the organization, including HR, budget development, monitoring, analysis and reporting, accounts payable and receivable, maintaining general ledger, payroll, relationship management with banks and other vendors, and audit preparation.

The Director of Finance and Administration will collaborate with a variety of internal constituents, including the CEO, program staff, and the Board's finance committee. The Finance and Operations Manager is a vital part of the Donors of Color team, bridging all aspects of the organization and ensuring that organization vision, mission and values operations and finance strategies of the organization.

The Director of Finance and Administration will be charged with identifying new opportunities to improve efficiencies, eliminate backlogs, and respond proactively to other the organization's needs. S/he will need to analyze the existing processes and systems and work closely with the ED to streamline and improve current systems, leverage new information technology, and establish standard operating procedures that provide maximum benefit to all parties involved.

This is an outstanding opportunity for a proactive, hands-on operations specialist who brings a successful track record of creative problem-solving and strengthening infrastructure to work in a mission-driven organization.

Specific responsibilities will include:

### **Financial Management**

- Manage all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements. Maintain internal control safeguards for the receipt of revenue, costs and both division budgets and actual expenditures.
- Prepare and submit (with ED) to the Board the annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Collaborate with members of the leadership team in drafting, reviewing, and verifying accuracy of annual budgets by department.
- Manage cash flow and forecasting for DOCN.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Coordinate the annual audit
- Support fundraising and grants reporting work
- Maintain an accurate accounting system that provides the organization with quick and accurate access to financial information and enables strategic management and reporting to ED, staff and Board.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.

### **Operations**

- Management of Just Fund portal for 501(c)(3) and 501(c)(4) grantmaking
- Manage and ensure data integrity of Airtable database
- Ensure internal control safeguards and reconciliation regarding receipts, invoices, credit card reconciliation and other expenditures
- Support implementation of consistent accounting policies, practices, and procedures across all programs
- Optimize the handling of banking relationships
- Design and build the financial and operational systems needed to achieve the programmatic goals of the organization.
- Ensure legal compliance for the organization in all its programs and operations, including in its c3 and c4 grantmaking, reporting and operations, human resources policies, benefits policies, intellectual property, contracts, and vendor policies.

- ❑ Lead in the analysis of DOCN technology infrastructure and scopes out the next level of information technology and financial systems needed to support the growth of specific programs and the organization overall.

### **Human Resources**

- ❑ Manage payroll, invoices and contracts
- ❑ Ensure staff members receive timely and appropriate training and development.
- ❑ Schedule annual performance appraisals
- ❑ Ensure the continued financial viability of DOCN operational units through sound fiscal management.
- ❑ Develop, manage and monitor the contracts the organization makes with consultants, grantees, vendors, and partners.
- ❑ Continuously improve administrative and operational and accounting systems such as financial reporting and management, health, retirement and 403-B plans, grants payment processing, payroll, accounts payable, and purchasing.

### **Project management**

- ❑ Maintain and update accurate database of existing and past members, including data on renewal, fields that allow contact tracking, and other data
- ❑ Ensure that each member has a relationship manager and that communications are systematized and tracked in organizational Salesforce database
- ❑ Track and ensure fulfillment of all member pledges and renewals (individual and institutional)
- ❑ Along with the whole team, support regional and/or virtual events and conferences to engage donors
- ❑ Support necessary training and development for staff (ex digital security training)

### **Qualifications**

- ❑ Prior nonprofit finance experience with a successful track record in finance and operations
- ❑ Ability to anticipate and support the infrastructure and systems needs in a complex, national, multi-site nonprofit
- ❑ Recognized success in developing and monitoring systems to manage both internal operations and programmatic work that involve high levels of collaboration, particularly with program directors and other senior leadership.
- ❑ An accessible, visible, and flexible management style that inspires trust and confidence in staff to work hard and well together
- ❑ Keen analytic, organization, and problem solving skills that support and enable sound decision making in a complex organization; demonstrated

resourcefulness in setting priorities and guiding investment in people and systems

- ❑ Direct and concise communication skills. Active listener.
- ❑ Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers
- ❑ Technology savvy with the ability to manage data for financial reporting quickly and effectively

**Preferred Qualifications:**

- ❑ Experience in grant writing
- ❑ Experience in managing budgets, financial information, and forecasts
- ❑ Proficiency with MS Excel, MS Word and Powerpoint, Slack, AirTable and/or other data tools

**Compensation & Benefits**

Full-time position; starting salary \$85,000 - \$120,000; health benefits, paid sick time and vacation.

**About the Donors of Color Network**

The Donors of Color Network is the first, cross-racial, membership-based community of high net wealth donors and movement leaders committed to building the collective power of people of color to achieve racial equity. Donors of Color maintains a virtual office. This position can be based anywhere in the continental United States.

**To Apply: Email a cover letter and resume to:**

[jobs@rikimahglymph.com](mailto:jobs@rikimahglymph.com)

**Deadline for Applications:** January 15th, 2021