Director of Finance and Operations

Overview of On The Rise, Inc.

On The Rise is a community-based nonprofit organization with 15 employees. On The Rise’s $1.9 million annual operating budget is raised primarily (60-70%) from private sources. Each year, from its Central Square/Cambridge, MA location in a beautiful Victorian home, On The Rise delivers its unique, low-threshold, holistic programming to 400-500 women and trans/nonbinary individuals, experiencing and recovering from homelessness.

Position Overview

Reporting to the Executive Director, the Director of Finance and Operations (“DFO”) is a member of a four-person Senior Leadership Team, with the Director of Clinical Services and the Director of Development and Communications. The DFO is the Chief Financial Officer of On The Rise, responsible for positioning the organization’s internal resources for maximum alignment with organizational goals. As such, this position has oversight and responsibility for matters relating to accounting and finance, human resources, facilities, contracts and operations/administration. The DFO is a full-time, exempt position. The position is onsite.

The DFO manages/coordinates: an external bookkeeping service, an outsourced IT company, a payroll service, a cleaning service, and other contracted services that support the operations of On The Rise. The DFO supervises the Operations Team who handle the majority of day-to-day support functions of the organization such as resource coordination, phones, and mail. It is anticipated in late 2022 that the DFO will lead the addition of a fourth position to manage day-to-day finance and administrative functions.

Specific Responsibilities

Executive Leadership

- Work collaboratively with the Executive Director, the Director of Clinical Services, the Director of Development and Communications, and the Board of Directors to develop the organization’s strategy and to achieve its goals
- Commit completely to the organization’s mission and values, consistently modeling those values as a collaborator and leader
- Fully, intentionally, and thoughtfully commit to and engage in On The Rise’s racial equity and gender dynamics work, building and maintaining internal systems, and deploying the organization's resources, to reflect a commitment to anti-racism, social justice, and the dismantlement of oppression
- Engage personally and deeply with program participants and front-line staff to truly be a member of the On The Rise community

Finance and reporting

- Work closely with the Executive Director, Board, and Finance Committee to design and implement financial strategies consistent with the organization’s strategic direction
- Oversee annual planning and budgeting, in coordination with managers and staff
- Prepare financial forecasts and long-term finance plans (operating, capital, investment) to ensure organizational health and appropriate financial reserves
- Design and maintain appropriate internal control procedures
- Routine financial reporting - to internal audiences (staff, board) and external audiences (funders, regulatory entities)
• Annual audit preparation; primary contact for annual audit
• Supervision and review of external bookkeeping staff: account reconciliation; accounts payable
• Manage banking accounts and relationships
• Manage organization’s spending within parameters of budget, including tracking of restricted fund use in accordance with donor designations
• Recommend to leadership changes to spending or organizational structure based on actual revenue receipts and forecasts
• Government and other contract billing and reporting; support Development department in grant reporting

Human Resources
• Manage and process payroll, liaise with payroll service provider
• Manage benefits, liaise with providers and broker
• Research and recommend changes to benefits and policies to Executive Director as necessary
• Act as ‘go-to’ person for employees with questions/issues regarding benefits and employment
• Affirmative Action and Disability officer
• Maintain necessary employment records. Handle logistical/legal documentation aspects of new hires, separations, and disciplinary action up to and including terminations
• Work with management team to develop and implement training programs

Contracts, Insurance and Risk Management
• Serve as governmental contract manager for On The Rise’s two contract partners, including oversight of financial and statistical reporting and contract term compliance
• Monitor and recommend changes to On The Rise’s insurance coverage to ensure adequate risk management
• In conjunction with Executive Director, oversee systems and policies to ensure compliance with all legal and regulatory requirements including insurance and reporting
• Maintain contract/correspondence files on all vendors engaged by On The Rise
• Key liaison with On The Rise’s attorneys

Office and Facilities
• Direct and supervise staff and contractors responsible for operation and maintenance of building and site, keeping program space at a level of quality consistent with the organization’s mission, and office space at a level of quality consistent with the activities of a professional staff
• Negotiate and supervise major capital projects and related contracts
• Design systems to strengthen internal controls and systems for communication and record keeping

Information Technology
• Oversee development and execution of technology plan for On The Rise
• Liaise with outside managed services provider to provide technical support
• Oversee and maintain technology systems and network, including selecting hardware and software, coordinating staff training
• Manage cybersecurity risk and compliance

Program measurement
• With program management team, design and implement meaningful program measurement
• Support program data collection, recording, and reporting
• Support program reporting compliance with external parties including government contracts and support internal learning from program data

Other:
• Like all OTR employees, the Director of Finance and Operations will be flexible and open to “pitching in” as needed with other duties that arise in the course of a 15-employee organization’s operations
● Like all OTR employees, the Director of Finance and Operations is expected to strive to continuously increase skills and competence, e.g. taking advantage of opportunities for professional networking, continuing education and coaching

**Qualifications**

● Commitment to the mission of On The Rise
● Minimum 5 years of related work experience required
● Substantial business and accounting experience; significant accounting coursework, certificate, or degree
● Supervisory experience required
● Experience maintaining a computer network required. High degree of comfort with technology and online applications needed (PC environment). Proficiency in Google Workspace platform preferred.
● Some experience using QuickBooks preferred
● Ability to work as a member of a team while maintaining independent discipline
● Strong organizational skills and attention to detail; self-starter
● Ability to prioritize and self-manage multiple tasks and projects
● Ability to work in a busy, diverse paced environment, with openness to new learning and perspectives
● Sense of humor. Dynamic, engaging and creative. Some direct service experience or exposure to homelessness/trauma is a plus.

**Hiring Process, Salary, and Benefits:**

● Submit a cover letter and resume to hiring@ontherise.org.
● Director of Finance and Operations Salary Range: $85,000 to $110,000, commensurate with experience and qualifications.
● This is a full-time, salaried non-exempt position
● **Hiring Timeline:** Applications will be accepted through June 29. First round interviews will be held between June 27 and July 8. Second round interviews will be held between July 11 and July 15. It is On The Rise’s hope that the hired candidate begins work in early August.
● Generous benefits package including:
  ○ 75% employer sponsored health and dental coverage
  ○ Up to 5% retirement plan employer contribution
  ○ Annually 15 vacation days, 12 sick days, 12 paid holidays, 2 personal days
  ○ 100% employer paid short-/long-term disability plans, life insurance, and paid family and medical leave benefits

On The Rise recognizes the importance and benefits of diversity in the workplace and the community. We are an AA/EOE, and we strongly encourage people who are bilingual/bicultural, people of color, people with disabilities, members of LGBQ/T communities, trans, and non-binary people to apply.

OTR is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact hiring@ontherise.org.