Senior Director of Finance and Operations

Workforce Mid-South leads the way in connecting job seekers and employers, providing skills training and work opportunities for youth and adults, analyzing and sharing data to educate the public on workforce needs, and aligning community partners around workforce initiatives to help make Greater Memphis a place of economic opportunity for all. At Workforce Mid-South, we believe individuals and communities prosper when residents have access to gainful employment and businesses have access to a skilled workforce; that way, the people who live or work in our region have the opportunity to thrive.

**Position**
The organization seeks a strategic Senior Director of Finance and Administration with a track record of organizing a growing organization to meet future expansion. The Senior Director is responsible for aligning financial reserves with the mission and vision of the organization and for identifying concrete ways to engage in increasing financial reserves and cost-savings, such that WMS develops into a stable, sustainable organization with longevity. Reporting to the President, the Senior Director of Finance and Administration will be responsible for overseeing overall organizational administrative operations, including finance, human resources, business planning, legal, and information technology.

Internally, the Senior Director of Finance and Administration will also serve as a thought partner to the President and as a critical member of a small leadership team responsible for strategic decision making. The Senior Director of Finance and Administration will work closely with the President and the leadership team to strengthen overall organizational capacity and impact, develop and implement a national replication/dissemination strategy, and influence broader field building and policy efforts.

This position is an exciting opportunity for an individual with a strong finance and operations background to help strengthen and expand a key community organization.

**Base Salary**
$100k/yr

**Responsibilities**

**Finance (65%)**
- Serve as internal consultant to the President and other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep Workforce Mid-South on track;
- Drive best financial practices within Workforce Mid-South by publicizing standard
operating procedures, keeping the senior leadership team, Board and staff up-to-date on financial status and by generally serving as a point of reference for all growth plans and projects within Workforce Mid-South;

• Provide oversight for and manage all budgets, forecasts and internal financial plans and processes;
• Oversee and lead annual budgeting and planning process in conjunction with the President; monitor progress and keep senior leadership team abreast of the organization’s financial status.
• Manage organizational cash flow and forecasting.
• Provide overall financial oversight and monitoring, including development and implementation of sound fiscal management practices and internal controls.
• Manage and oversee monthly accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants.
• Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
• Analyze and present financial reports in an accurate and timely manner; develop financial reporting materials for all donor segments and oversee all financial, project/program and grants accounting.
• Review short and long-term goals in light of existing and projected financial resources available;
• Create data-based long and short term goals, budgets and forecasts;
• Participate in all internal planning regarding Workforce Mid-South’s proposed program expansion, to ensure alignment of program, outreach and training plans with financial projections;
• Establish annual priorities and benchmarks and conduct regular reporting, measuring projections against actual performance;
• Generate weekly, monthly, quarterly and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity;
• Ensure accurate and timely submission of all fiscal documents due for funding partners, federal, state and local.
• Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors.
• Provide leadership and oversight of fiscal and administrative teams.

Human Resources (20%) 
• Manage and oversee Workforce Mid-South’s human resources (HR) functions, including: recruitment and hiring; benefits administration and oversight; new employee orientation, and
employee retention strategies.

- Further develop Workforce Mid-South's human resources capacity as the organization scales, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff policies and procedures.
- Work closely and transparently with all external partners, including third-party vendors and consultants.

**Information Technology (5%)**

- Oversee Workforce Mid-South's in-house IT team to ensure ongoing maintenance and quality of IT systems and infrastructure and to monitor performance against expectations.
- Manage and track organizational need for computer hardware and software, procuring new equipment as needed and ensuring all necessary procurement protocols are followed.
- Collaborate with President to ensure successful implementation, and ongoing management, of platforms for client data tracking and volunteer/donor management.

**Legal (5%)**

- Oversee risk management and legal activities, including: business insurance; memorandums of agreement; contracts; leases, and other legal documents and agreements.
- Ensure compliance with all applicable laws and regulations, notably Tennessee privacy and data security laws and regulations related to nonprofit operations.

**Strategy and Business Development (5%)**

- Work in partnership with President and leadership team to implement new strategic initiatives in response to an increasing demand for Workforce Mid-South services.
- Work in partnership with President and leadership team to develop strategic plan for Workforce Mid-South, including developing a business plan for strategic growth and expansion. Provide financial and operational input for all strategic planning processes.
- Partner with President and leadership team to represent Workforce Mid-South with key stakeholders, including funders, the media, government, academic institutions, community organizations, and volunteers.

**General**

- Oversee general office management functions to ensure effective, high quality work environment and efficient, daily operations of physical offices and equipment.
- Oversee all administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
Key Qualifications
Workforce Mid-South seeks a Senior Director of Finance and Administration who believes in our core mission and has experience developing and managing strong financial and operational systems in a high growth environment. A strong background in non-profit operations is preferred. We also seek an effective leader who can motivate, inspire, and develop committed and diverse team. Key qualifications are enumerated below.

- **Financial management.** Proven track record in organizational budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems. A track record in not-for-profit grants management, particularly in the areas of financial reporting and compliance. Federal grants experienced preferred. Solid understanding of contracts management and compliance.

- **Operational skills.** Proven track record in developing and managing operational systems in a high growth organization; strong project management skills.

- **Attention to detail.** Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.

- **Action oriented.** Ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multi-task. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.

- **Results oriented.** Unwavering focus on delivering high quality, data driven results. Committed to innovation, excellence, and entrepreneurship.

- **Strategic vision.** Ability to think strategically and connect strong execution to broader strategic priorities and objectives.

- **Leadership.** Exceptional capacity for managing and leading people from diverse backgrounds. Committed to investing in and developing staff and positioning them to succeed. Self-directed, positive, energetic, flexible, compassionate, collaborative, and team oriented individual.

- **Education and professional experience.** BS/BA degree with at least 8 years of senior financial leadership experience managing finance and operations in a high growth organization. Solid knowledge of non-profit organizations, GAAP standards and fund accounting.

- **Personal qualities.** Integrity, compassion, sense of humor, mission-oriented, and commitment to excellence and personal sense of accountability.

**Other Requirements:** Comply with program and/or Agency requirements related to:
• Background check, including any program specific requirements
• Drug Testing, Driver's License and reliable transportation
• Agency-specified automobile insurance

Additional Information:
Workforce Mid-South, Inc. is an equal opportunity employer proudly committed to becoming an anti-racist and multicultural organization that stands up for justice and equity. We welcome prospective employees from diverse backgrounds, for administrative support and direct service and leadership roles, who will join us on that journey, uphold our values and approach, and believe in our mission. Additionally, we aim to have a racially representative leadership and workforce that is reflective of the communities we work in partnership with. Workforce Mid-South, Inc. is committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, and vendors.

To Apply: Candidates please send resumes to kguyette@workforcemidsouth.com