Job Title: Director of Finance & Administration
Salary Range: $110,000 - $140,000
Reports to: Chief Operating Officer
Status: Full Time (40 hours/week)
Deadline to Apply: September 1, 2023
Location: Washington, DC Region

About Generation Hope:

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided over $1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 140 degrees earned through our program, and built relationships with 30+ two and four-year institutions across the country. For more information, please visit www.generationhope.org.

By joining our team, you will be working for an organization named "one of the best nonprofits" by the Catalogue for Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from in the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. We celebrate diversity in all of its forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, please consider joining our team.

Position:

Reporting to the Chief Operating Officer (COO), the Director of Finance & Administration will define the processes and implement the infrastructure/systems needed to support Generation Hope's strategic objectives. They will be responsible for the oversight of administrative and financial systems including finance, accounting, contracts, information systems/technology, human resources, and administration. In addition to being a strategic thought partner to the Chief Executive Officer (CEO) and COO, the Director of Finance & Administration will be
involved in a range of strategic planning and internal initiatives as a member of the Leadership Team.

**Responsibilities:**

**Finance**

- Work with external accounting firm to analyze and present monthly and annual financial statements and reports in an accurate and timely manner for Generation Hope’s leadership; collate financial reporting materials for all donor segments; oversee all financial, project/program and grants accounting
- Propose and develop new financial and business models (i.e., efficient and connected accounting systems for Generation Hope’s two sites, DC and New Orleans; paying fellows; developing a sliding scale for current and prospective technical assistance clients)
- Lead annual audit process; liaise with external auditors and the Executive Committee of the Board of Directors, assess any changes necessary; ensure that the organization’s 990 is filed accurately and on time annually
- Support the annual budgeting and planning process in conjunction with the CEO and COO; assist with the creation and review of all financial plans and budgets
- Oversee financial forecasting, accounts payable and receivable, and cash flow
- In collaboration with the Finance Coordinators, perform various banking-related transactions, such as deposits, managing credits cards, and reconciling expenses each month
- Update and implement all necessary business policies and accounting practices; improve the finance department’s overall policy and procedure manual with an eye to continuously developing and improving systems
- Lead payment processing and disbursement of checks for organizational expenses including invoicing
- In collaboration with the Director of Development, ensure that the system for maintaining the accuracy of donor records in CRM (Little Green Light) is functioning efficiently and effectively
- Hold functional supervisory responsibility over accounting, accounts payable, accounts receivable, and payroll

**Organizational Leadership**

- Manage internal staff, including Finance Coordinator, Administrative Coordinator, Sr. People & Culture Manager, and another incoming Finance Coordinator, to assist in leading day-to-day finance and operations of an organization with a budget of $6.4M (growing to about $7.6M by 2024) and operating two sites, one in Washington, DC and one in New Orleans, LA, holding team members accountable for stellar performance and upholding Generation Hope’s values
- Create systems for regularly gauging the morale of the team and plan regular activities, including an annual retreat, that keep the team uplifted. Hold weekly coaching/check-in meetings with direct reports, and develop and implement a system to evaluate the skills, experience, and professional development needs of Finance and Operations staff
In collaboration with the Growth & Strategy Manager, liaise with New Orleans staff to ensure they are being supported and are plugged in to home office systems, culture, and practices.

Operations

- Oversee organizational processes and procedures related to contracts, facilities and leases, and registration and compliance, including drafting, reviewing, and approving contract, MOU, and other agreements on behalf of Generation Hope; liaising with external attorneys when necessary.
- Use a systems approach to create and maintain a risk management program for Generation Hope, including insurance coverage for personnel and property, strong internal controls to prevent fraud, and a decision making process to minimize risk and identify potential threats; pursue opportunities to streamline, automate, and integrate systems.
- Improve the operational systems, processes and policies in support of Generation Hope’s mission; specifically, support better reporting, information flow and management, business processes, and organizational planning.
- Ensure the continuity and enhancement of a positive organizational culture by overseeing human resources functions.
- Seek out the most cost-effective solutions, using staff input to influence decision-making.
- Ensure the operations team is attending to the day to day needs of Generation Hope’s home office to ensure it is running optimally and lead any office-related projects, such as renovations, purchasing furniture, installing new equipment, etc.
- Lead major projects related to office needs for other sites, such as executing leases, purchasing furniture, etc.
- Ensure that Generation Hope’s organizational filings (both local and federal) are up to date.
- Liaise with IT vendor, lead the procurement of equipment and software, and oversee inventory.
- Maintain customer confidence and protect operations by keeping information confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Other duties as assigned.

Qualifications:

- Personal qualities of integrity, credibility, and a commitment to Generation Hope’s mission.
- Bachelor’s degree required (MA/MBA preferred).
- At least 5 years of financial and operations management experience required, ideally in the nonprofit sector, with demonstrated experience in financial management and accounting, contracts, audit, compliance, and budget.
- Exceptionally detail-oriented, organized, and deadline-driven.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals in finance and accounting
- Experience developing and/or implementing HR strategies and functions (i.e. benefits and compensation, federal and state compliance, and employee relations) that support departmental and organizational goals
- Technologically savvy, with an ability to point to examples of having worked with staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment and experience selecting and overseeing software
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- Knowledge of accounting and reporting software required (QuickBooks preferred)
- Strategic leader as well as tactical operations expert
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

**CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE.** Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers. As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available here.

To apply, please complete the online application. If this link does not work, you can access the application at this URL: https://Generation_Hope.formstack.com/forms/apply_now. No calls, please.

Generation Hope is an equal-opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.