



JOB OPENING ANNOUNCEMENT

Women’s Funding Network	Job Title: Director, Finance and Administration
Department: Administration	Supervisor: President & CEO
Compensation: \$116,000-175,000 100% paid health (up to \$1,800m for individual); 100% dental/vision/long-term disability/FSA; unlimited discretionary time off; flexible work schedule and 401k match	Status: Exempt, Full-time, Regular
Location: Remote/telecommute. East coast preferred; U.S.-based candidate only. Annual travel required. To support fully remote staff and sustainable work schedules, candidate must be available to collaborate online between Noon – 4 p.m. ET Monday – Friday and can adjust work week to include evening hours for special events or travel.	
<p><i>Incomplete applications will not be considered.</i></p> <p><i>AI-generated cover letters or writing samples will result in automatic rejection.</i></p>	
<p>How to apply: Submit a cover letter, 1-2 page writing sample, text-only resume in .docx format, and the contact information for three professional references, to hr@womensfundingnetwork.org with Director, Finance and Administration in the subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled or until February 18, 2024. Job offer will be contingent on a satisfactory credit and background check. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.</p> <p>Women's Funding Network is a 501(c)(3) organization and an equal opportunity employer. We are committed to creating and evolving a work environment that attracts the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds, levels of physical ability, parents and caregivers.</p>	

ABOUT WFN

We believe that when philanthropy invests in women’s foundations and gender justice funders, we empower a deeply intersectional movement that fights for policies and standards across lines of race, class, and gender. WFN is the largest philanthropic alliance in the world dedicated to advancing the essential role of these funders in the unwavering fight for gender equality and justice. Our mission as a global alliance is to provide strategies, research, and resources that support the critical agency and influence of women’s foundations and gender justice funders in the movement for equality, justice, and power for all.

OVERVIEW

The Director of Finance and Administration will be a strategic thought-partner working in collaboration with a highly skilled senior team including the Operations Manager. They will lead the following areas: finance and investment, business planning and budgeting, federal and state compliance, and human resources. Key

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objectives involve aligning administration with business goals, managing risks, and fostering growth. The incumbent will be a big-picture thinker who can implement plans while paying attention to details.

RESPONSIBILITIES

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and independent bookkeeper
- Collaborate with President & CEO in management of finance committee of the board of directors and support Treasurer in their duties; assess any changes necessary.
- Support President & CEO in multi-year budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Collaborate with Operations Manager to 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.
- Update and implement all necessary business policies and accounting practices; create a finance and investment policy and procedure manual.
- Manage and ensure compliance with federal, state, and local law requirements for 501c3 – as well as applicable international laws.
- Work with the President and CEO to improve internal controls and financial governance.

Human Resources

- Work with President & CEO to update and manage staffing plan in line with financial plan and long-term goals.
- Manage recruiting, onboarding, retention, and termination procedures which include enhancing professional development, updating compensation and benefits, performance evaluation, and equity and justice practices.
- Establish and manage a comprehensive staff education program to expand and strengthen staff acumen, tools, and skillsets relative to their positions and the organization's mission.
- Manage third-party HR contractor, maximizing them as a resource and addressing any issues that may arise from completely remote staff located in different U.S. states.

SKILLS NEEDED TO BE SUCCESSFUL

- Project management. Highly organized, with interpersonal and tangible skills to motivate others to achieve shared goals on time and on budget.
- Passion and experience. Lived experience as a person of the global majority and institutionally marginalized gender, or other identity that connects you to a personal urgency for material solutions and innovations that respect the dignity and liberation of all people. A deep understanding of the need to move systems and structures towards gender and racial equity and justice. The ability to translate this expertise into strategy.
- Execution and implementation. Working closely with senior staff to create and execute ideas. This person should be inclined to boldly take on issues and challenges; to comfortably work collaboratively with a remote team; and to communicate messages without hesitation. They should be self-aware, responsive to feedback; and, flexible, adaptable and thrive in a dynamic environment. They should have

the ability to work on various projects simultaneously, requiring strong organizational and time management skills.

- **Decision Quality:** makes good decisions; most of their solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Stakeholder Focus:** is dedicated to meeting the expectations and requirements of internal and external stakeholders; acts with them in mind; establishes and maintains effective relationships and gains their trust and respect.
- **Presentation Skills:** is effective in a variety of formal presentation settings.
- **Innovation/Creativity:** generates and applies new and original ideas, creative approaches, methods and solutions to daily work.
- **Technology:** Mastery of Microsoft Office 365 suite of apps, print/web publishing, DocuSign, Zoom, Salesforce Certification a plus, QuickBooks, Adobe, and conferencing software.

DESIRED EXPERIENCE

- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and senior administrative experience in a U.S. nonprofit setting.
- Experience having the final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has overseen previously held a senior human resource function.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A successful track record in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- Exposure to and depth of knowledge in federal, state, and local regulations applicable to all organizational activities for a 501c3.
- Experience managing annual audit as well as other external reporting, rating, and compliance processes and procedures.
- Expertise and demonstration of continuous learning on fiscal responsibility and controls – staying on top of trends and models best practices in financial management, risk management, and compliance.
- Excitement to build systems and processes with the ability to take a long-term, thoughtful approach to achieving organizational goals.
- Experience in social justice nonprofit field, gender and racial equity experience required.
- Experience working with national teams and state affiliates/members.
- Guided by a personal integrity that reflects WFN's core intersectional feminist values and commitment to our stakeholders.
- Record of maintaining the highest personal levels of ethical conduct, confidentiality, and integrity.
- Professional, diplomatic demeanor with the ability to represent a global organization and interact and collaborate with colleagues from a range of nationalities and backgrounds, including experience and comfort working with transgender and gender non-conforming people and people with disabilities.
- Impeccable verbal and written communication skills – ability to write eloquently and professionally; meticulous attention to detail, driven by excellence, and the spirit of service leadership.