

Asian Pacific Institute on Gender-Based Violence
Job Announcement: Director of Finance and Administration
March 21, 2017

Job Title: **Director of Finance and Administration**
Department: Finance and Administration
Reports To: Executive Director
Employment Status: 80 – 100% FTE
Supervises: Accounting Manager, Program Assistant

Asian Pacific Institute on Gender-Based Violence

The Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. We analyze critical issues affecting API victims/survivors; provide training, technical assistance, and policy analysis (but no direct services); and maintain a clearinghouse of information on gender violence, current research, and culturally-specific models of intervention and community engagement. The Institute serves a national network of advocates, community-based service programs, federal agencies, national and state organizations, legal, health, and mental health professionals, researchers, policy advocates, and activists from social justice organizations working to eliminate violence against women. Our vision of gender democracy drives our goals to strengthen culturally-relevant advocacy, promote prevention and community engagement, and influence public policy and systems change.

API-GBV offers a rich working environment, currently with a staff of 13, that includes connecting with powerful, inspiring advocates; being exposed to the cultural and linguistic diversity of Asian and Pacific Islander communities; learning about federal, national, state and local networks addressing gender-based violence; understanding the strengths and struggles of survivors; and how all these forces contribute to social change.

For more information, visit our website at www.api-gbv.org.

SUMMARY

The Director of Finance and Administration (DFA) provides leadership, direction, and day-to-day management of key functions including: finance, accounting, human resources, facilities, technology and general business operations; and assumes responsibility for the organization in the absence of the Executive Director. As a member of the senior management team, and working closely with the Executive Director, the DFA formulates and implements policies, practices and plans to meet the organization's short- and long-term objectives. Our ideal candidate is knowledgeable about federal grants (which comprise most of our ~\$2m budget), experienced in non-profit management, has strong analytic and interpersonal skills, and applies their financial and operations expertise to build efficient and effective systems to support organizational development and growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial and budget planning and management:

- Participate with Executive Director and Management Team in strategic planning, translating operational, programmatic and staffing plans into working budgets;
- Drive the annual budget preparation process in collaboration with the Executive Director;
- Develop grant budgets in collaboration with the Executive Director and supervise the maintenance of financial records for each project in a manner that facilitates reporting;
- Manage annual audit and filing of annual tax returns;
- Oversee the preparation of timely and accurate financial statements and reports for use by management and Board;
- Provide customized financial reports and analyses to inform decision-making;
- Provide financial reports and financial activity detail, on a regular basis, to program managers, Executive Director and the Board, showing actual expenditures to date, variances and updated forecasts;
- Review monthly results with program managers and Executive Director, serving as a resource, supporting and training program managers on budget management and grant management, as needed;
- Oversee all grant and contract compliance (grant filings, documentation, fiscal report deadlines, etc.);
- Supervise and review accounting to ensure proper allocation of expenses in compliance with grant restrictions, internal allocations and manage the annual grants financial closeout process;
- Stay current with all federal regulations, Uniform Guidance, procedures to guard against fraud and waste, and implement policies and procedures accordingly; and
- Supervise the Accounting Manager and Program Assistant.

Human resources and benefits administration:

- Direct Human Resources by refining and implementing HR policies and processes, including those regarding recruitment, hiring, onboarding, payroll, compensation and benefits, performance evaluations, disciplinary procedures, training and professional development and exiting processes;
- Serve as resource to staff on human resource and benefit issues;
- Build an environment of openness, with attention to staff needs, development and overall staff morale;
- Ensure compliance with all legal human resources requirements;
- Manage API-GBV's benefits programs;
- Coordinate annual open enrollment for health insurance and other benefits, COBRA notifications and enrollments; issue statutory and mandatory notices; and
- Liaise between Board, management team and staff, fostering communication between all parties.

Operations and administration:

- Organization-wide contract management, including developing, negotiating, and managing compliance;
- Insurance and risk management, including reviewing coverage periodically and at annual renewal time, analyzing coverage limits, deductibles, cost, recommending additional or alternative coverages, preparing applications, reviewing final policies, obtaining certificates, handling insurance issues and claims;
- Responsible for facilities, equipment, front office operations, and IT management;
- Maintain and manage relationships with landlord, outside consultants and vendors;
- Support the work of the Board and its officers;
- Manage in-house information systems to include essential operational information, such as account usernames and passwords, keeping operational procedures and manuals up-to-date, keeping operations calendar, keeping organizational and corporate files, etc.; and
- Other duties as assigned.

QUALIFICATIONS:

- 8+ years of increasing responsibility and related professional experience in financial management, human resources and operations, primarily within the non-profit sector.
- Bachelor's degree in non-profit business administration or equivalent is required; advanced degree preferred.
- Non-profit finance and accounting experience essential, knowledge of fund accounting is required;
- Experience with federal grants, Uniform Guidance, and grants management required;
- Experience with human resources and human resource systems management is required.
- Strong Excel, Microsoft Office and accounting software skills.
- Experience with newly established non-profits and/or organizations undergoing growth and change preferred.
- Demonstrated ability to develop, implement, and manage business systems and processes, including expertise in financial analysis and budget development.
- A successful track-record in setting priorities, keen analytical, critical thinking, organizational and problem-solving skills enabling sound decision-making.
- Excellent verbal and written communication and interpersonal skills with an ability to negotiate, collaborate and work with a variety of internal and external stakeholders.
- Ability to translate financial concepts to effectively collaborate with the entire API-GBV team.
- Ability to balance attention to detail with big picture thinking required.

- Ability to prioritize and multi-task with the skill to shift quickly and effectively amongst tasks and priorities; ability to work under pressure.
- Good judgment, skilled in strategic goal setting, creating and implementing plans and making decisions.
- Highest possible integrity and credibility.
- Ability to lead and foster teamwork; strong leader and team-player with a proactive, service oriented attitude.
- Dedicated to the mission of API-GBV.

COMPENSATION:

Salary is commensurate with experience. API-GBV provides an excellent benefit package, including medical, dental, vision, basic life and disability insurance, 401k, paid vacation and sick time. API-GBV is located in downtown Oakland, with excellent access to public transportation.

APPLICATION INSTRUCTIONS

Please email resume and cover letter with salary history to HR@API-GBV.org, referencing "Director of Finance & Admin" in the subject line. Resumes submitted without a cover letter and salary history will not be considered. No phone calls please.

APPLICATION DEADLINE:

April 10, 2017. Applications will be reviewed as they are received.

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.