

Asian Pacific Institute on Gender-Based Violence
Job Description Announcement: Staff Position
November 14, 2016

Job Title:	Business and Operations Director
Department:	Finance and Administration
Reports To:	Executive Director
Employment Status:	80 – 100% FTE
Supervises:	Accounting Consultant, 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; 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 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.
Please note that we do not provide any direct services.

SUMMARY

The Business and Operations Director will work closely with the Executive Director and his/her staff to ensure that strong financial, human resource and operational systems are in place and to build and grow systems to support organizational development. The Business and Operations Director directs API-GBV's budget development and management, financial reporting, legal matters and contracts, human resources, benefits and operations - such as IT, facilities, insurance and front office management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial planning and budget 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 management reporting;
- 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;
- Oversee the preparation of timely and accurate financial statements and reports for use by management and Board;
- 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; and
- Oversee the Accounting Consultant, 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 and development;
- Supervise payroll preparation;
- 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;
- Liaise between Board, management team and staff, fostering communication between all parties; and
- Maintain confidential and complete employee files.

Operations and administration:

- 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, preparing applications, reviewing final policies, obtaining certificates, handling insurance issues and claims;
- Responsible for facilities, office equipment, front office operations, IT;
- Manage the acquisition of capital assets;
- Maintains and manages 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 business administration or equivalent is required; advanced degree preferred.
- Non-profit finance and accounting experience required.
- Experience with federal grants and with current OMB Circulars is strongly preferred, grants management experience is 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 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 "Business and Operations Director" in the subject line. Resumes submitted without a cover letter and salary history will not be considered. No phone calls please.

APPLICATION DEADLINE:

November 30, 2016. 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.