



**JOB TITLE:** Director of Finance & Administration

**TEAM:** Operations

**REPORTS TO:** Executive Director

**FLSA STATUS:** Exempt

**LOCATION:** Richmond, VA

**DATE:** May 2021

## **JOB SUMMARY**

The Director of Finance & Administration is a member of the ACLU-VA Senior Leadership Team and ensures that the organization has the talent, structures, and resources necessary to achieve its vision. The Director leads the ACLU-VA talent recruitment, development and performance management systems and ensures efficiency and accuracy around the organization's critical finance, operations, and administrative needs. As a member of the Senior Leadership Team, the Director also participates in setting organizational goals and priorities, strategic planning, developing, and managing the organization's budget, and assisting in raising funds to carry out the ACLU-VA mission.

## **RESPONSIBILITIES**

### **Finance Management & Compliance**

- Design and oversee creation of an annual budget and the execution of a budget management plan to ensure all teams meet budget goals and are apprised of their expenditures timely;
- Ensure compliant fiscal stewardship of our organization and spending driven by the affiliate vision and priorities;
- Forecast revenues and develop financial models in consultation with the Director of Philanthropy;
- Oversee and manage ACLU-VA financial performance;
- Work with the Board finance committee to carry out its charge and to ensure that the Board of Directors is empowered and engaged in fulfilling its fiduciary obligations with respect to financial oversight;
- Develop and implement efficient and thorough internal processes for the collection of useful financial information and other metrics, report regularly to the Executive Director and Board finance committee on cash flow and any outstanding liabilities, create and maintain mid- to long-term financial models for making management decisions;
- Supervise the work of other finance staff and contractors on all accounting and reconciliation tasks;
- Maintain overall financial oversight for accounts payable, payroll, and credit card systems;
- Maintain responsibility for the accuracy of all accounts receivable entries;
- Lead the annual financial audit and ensure compliance with the ACLU-VA accounting procedures and policies manual; and
- Understand what it means to be an affiliate of the National ACLU and oversee compliance with national financial management rules, grant reporting requirements and develop a collaborative relationship with people filling similar roles in other affiliates and with appropriate national staff.

### **Operations & Risk Management**

- Set the vision and bar for excellence on operations management, ensuring that the affiliate has best-

in-class office space, technology, internal communications, and administrative and human resources management systems.

- Oversee development of a risk management program designed to identify potential financial and other threats to the ACLU-VA and develop strategies for minimizing those risks in partnership with the Senior Leadership Team; and
- Supervise the maintenance of all contracts, insurance policies, and corporate registrations.

### **Talent Recruitment, Performance Management & Retention**

- Collaborate with the members of the Senior Leadership Team to develop staffing and succession plans that create ladders for promotion and support investment in focused professional development that benefits both the organization and individual staff members;
- Develop equitable and legally compliant hiring, recruiting and onboarding plans and programs in consultation with the Chief Equity Officer and the staff Equity, Diversity, Inclusion, and Belonging Team (EDIB Team);
- Work with the Chief Equity Officer to support the Senior Leadership Team and all other managers in driving toward all human resources goals, including staff diversity, retention, and engagement;
- Oversee creation of hiring plans and job descriptions for specific positions in partnership with hiring managers;
- Assist in coaching hiring managers on best hiring practices and provide feedback on hiring materials and the overall hiring process;
- Manage a comprehensive performance management plan that includes : i) ongoing internal and external learning and development opportunities for staff to build skills; and ii) regular feedback and evaluation mechanisms;
- Assist in coaching managers and supervisors on management best practices and innovations, including delegation, organizational and planning structures, accountability measures, time management, and managing up;
- Oversee employee compensation and benefit programs, including annual review of salary ranges in consultation with the Executive Director and the Chief Equity Officer to ensure equity in compensation and benefits across the organization;
- Oversee handling of staff grievances and other staff personnel matters keeping the Executive Director advised;
- Take an active role in establishing and sustaining a constructive culture in the workplace that supports and encourages staff engagement and work with the staff Chief Equity Officer and staff EDIB Team to develop an EDIB plan for the affiliate that focuses on building an inclusive culture of belonging and includes metrics for evaluating culture and progress toward equity, diversity, inclusion, and belonging and other goals.

### **Leadership and Management**

- Recruit, hire, train, develop and manage all ACLU-VA human resources, finance and administrative staff on the Operations team, including developing work plans, managing difficult personnel situations, facilitating a positive team culture, and holding staff accountable;
- Lead the Operations team to execute strong operations, logistics, systems, and compliance on the day-to-day level, while also anticipating longer-term needs; and
- Create scalable and efficient systems and processes that facilitate and bolster a culture where all staff thrive while encouraging lateral cooperation and cross team engagement among executive,

legal, communications, development, advocacy, and operations teams.

## **MINIMUM REQUIREMENTS**

- Successful experience working on a team in a senior leadership capacity – managing laterally and coaching and supervising staff from diverse life experiences and racial backgrounds.
- Proficiency with office technology and information systems, including databases, online communications, word processing, spreadsheets, and accounting software.
- Strong financial management skills including experience in budget planning and implementation, revenue forecasting, financial planning and modeling, skill in reading and analyzing financial statements, and knowledge of non-profit accounting practices.
- Knowledge of human resources management best practices and systems including onboarding and talent recruitment.
- Experience exercising discretion and confidentiality with sensitive information such as donor records, financial statements, and personnel records.
- Willingness and availability to work beyond the normal workday, on weekends, and/or more than 40 hours a week as necessary.
- Willingness and ability to travel throughout Virginia, and occasionally to other states for conferences and training.
- A commitment to the mission and values of the ACLU of Virginia, and to racial justice and civil rights issues and an understanding that these issues are central to overall protection of civil liberties.
- A commitment to diversity, equity, and inclusion, to refrain from unlawful discrimination and to comply fully with all applicable laws; a personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

## **ESSENTIAL SKILLS & ABILITIES**

- Ability to provide clear direction, set priorities, meet deadlines, and hold staff accountable to deadlines on concurrent projects in a fast-paced, sometimes stressful environment.
- Ability to work independently and collaborate with others as a part of a team.
- Strong self-starter with a creative and resilient mindset to solving problems.
- Ability to backwards plan, coach others on planning, and provide meaningful and critical feedback on planning and execution of programs.
- Strong interpersonal communication skills, an exceptional degree of empathy, and ability to have difficult conversations.
- Emotional intelligence with the ability to read people/read a room and restore equilibrium, grace, and positivity.
- Ability to focus on de-escalating, simplifying, and neutralizing complex situations.
- An operational visionary capable of assessing risks, organizing and prioritizing strategies, and understanding low- and high-level details.
- Ability to identify the root cause of a problem and ability to think ahead.
- Concise oral and written communication with the ability to analyze, synthesize, and prioritize large

volumes of information into consumable chunks for diverse audiences.

- Flexibility and willingness to learn new tools, technologies, and resources.

#### **DESIRABLE EXPERIENCE, SKILLS & ABILITIES**

- Experience developing and implementing a change management plan for a growing organization.
- Experience working at an organization with an integrated advocacy model where legal, legislative, education and advocacy tactics are used collaboratively and cohesively to achieve results.
- Interest in team culture building.
- Advanced QuickBooks and Excel experience.

#### **EQUIPMENT USED**

- Computer, phone, copier, fax

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.

The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commits to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.