

Bread & Roses Community Fund Seeks Senior Director of Finance & Operations

Overview:

Bread & Roses Community Fund seeks an experienced, progressive professional to help advance the organization's mission to support grassroots organizing for racial, social, and economic justice. Bread & Roses focuses on change, not charity™ with the expressed goal of radically transforming society to make it more equitable and accessible for all. The Senior Director of Finance & Operations will lead the organization's accounting, finance, and compliance functions, as well as provide leadership, oversight, and direction for facilities, information technology, human resources, and other related administrative functions. The person in this role oversees finance, compliance, and investments for Bread & Roses, including grants made through annual funds (Racial & Economic Justice Fund, Gender Justice Organizing Fund, Phoebus Criminal Justice Initiative, and Future Fund), special issue funds, a scholarship, and donor-advised funds, as well as the organization's endowment. This position reports to the Executive Director of Bread & Roses, is a key member of the senior leadership team, and regularly prepares reports for the Board of Directors and relevant Board Committees.

About Bread & Roses Community Fund:

Bread & Roses Community Fund is a social justice fund. As Philadelphia's leading funder of grassroots organizing for racial, social, and economic justice, Bread &

Roses' mission is to deliver change, not charity™. Bread & Roses connects donors, organizers, and communities to allocate resources that advance grassroots organizing that directly impacts communities in need. They provide training and support to movements for change, and work to build community across differences of race and class. Bread & Roses directly engages community stakeholders through participatory grantmaking to determine the initiatives and organizations that it supports.

Competitive Candidate Profile:

A versatile operational thinker with advanced professional experience in accounting (GAAP), compliance, finance, and fiduciary oversight. Ideal candidates will be inspired by mission-driven, community-engaged work with organizational experience in finance, accounting, operations, and human resources. The successful candidate will be a hands-on participant leader.

Professional Characteristics: Required / Desired Skills:

1. Minimum of 8 years of financial management and accounting experience including relevant, progressive work experience in a nonprofit or philanthropic foundation setting and demonstrated knowledge of GAAP for nonprofit accounting.
2. Experience in oversight of investments and grants, socially responsible investing, familiarity with endowments, restricted gifts, and donor-advised funds. Experience with grants management and compliance is strongly preferred.

3. Experience with finance and accounting software packages; experience managing implementation of new systems and software preferred.
4. Progressive nonprofit administration and operations experience including oversight of human resources and office technology and operations
5. Racial equity experience, skills, and values: deeply believes that racial equity and social justice are important and is comfortable talking about race, gender, and other identities in plain (non-euphemistic) and specific terms. Continually able to hear, reflect, and act on feedback regarding identity and equity with the aim to learn.
6. Demonstrated leadership ability, team management, interpersonal skills, and good judgment.
7. Excellent analytic and abstract reasoning, problem-solving, and organizational skills.
8. Strong project management skills with an ability to manage multiple priorities organized around specific area benchmarks and goals.
9. Relationship building and reliability: welcomes feedback and can adapt to new ideas and priorities. Builds authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities.
10. Mission alignment: Shares our vision of liberation for all people and our theory of change that movements are the key strategy to get us there

Key Responsibilities:

Financial Planning: Strategy & Budget

- Develop, along with the Executive Director, financial strategy and plans to support organizational sustainability and growth including setting clear objectives and measures for the financial performance of the organization.
- In alignment with organizational growth, grow the board committee structure to include: Finance, Audit, & Investment.
- Oversee and direct the preparation of the annual budget and implementation of financial plans and annual budgets for each department.
- Develop cash strategy and support the board's efforts to set investment strategy (including asset/capital).
- Develop multi-year budgets; forecast revenue, expense, and cash flow.

Financial Operations: Accounting & Finance Functions

- Oversee all accounting and finance functions of the organization. Complete monthly closing process and preparation of related financial reports.
- Assess the timeliness and accuracy of tasks performed by the team and monitor process, progress, and results.
- Ensure all fiscal practices meet the highest standard of integrity and comply with generally accepted accounting principles and other industry standards.
- Implement financial policies and procedures that maintain an effective internal control environment with proper segregation of duties.

- Continually work toward the promotion of efficiency and effectiveness of all finance functions via process and workflow improvements; including investment in and implementation of technology to support automation. With support from the Executive Director as needed, negotiate and manage all banking and vendor relationships and asset and contract management as needed work with the board to update and maintain investment policy.
- Lead annual audit preparation, liaise during all audit phases, and lead preparation of annual form 990.
- Provide accounting and financial-related assistance to other departments, including participation in training staff on fiscal procedures and budget management as needed.
- Ensure all financial issues are accurately tracked and resolved.

Financial Monitoring, Analysis, & Reporting

- Produce and analyze financial statements and communicate trends and emerging issues as necessary.
- Analyze budget variances and work across departments to address any significant differences and develop forecasts.
- Develop sophisticated reporting (narratives, financials, dashboards, etc.) to communicate financial results and trends.
- Provide regular updates to various internal and external stakeholders on all finance functions and activities, including attendance and presentations at staff meetings, Board meetings, and Board Committee meetings.

- Conduct multi-year and project-specific analyses to inform future planning and strategies.

Human Resources

- Develop, along with the Executive Director, HR strategy and plans to support organizational sustainability and growth.
- Ensure that all HR practices meet the highest standards of integrity and comply with legal and industry standards.
- Lead the creation, maintenance, and continuous upgrade of infrastructure and resources for all aspects of Human Resources.
- Continually work toward the promotion of efficiency and effectiveness of all HR functions via process and workflow improvements, including investment in and implementation of technology to support automation.
- Oversee management of full-cycle talent management (from recruitment to offboarding) aligned with Bread & Roses' commitment to hiring, maintaining, and supporting a diverse workforce representative of the communities we support.
- Lead the annual review of employee benefits and ensure organizational compliance with federal, state, and local laws and regulations.
- Oversee overall training and performance management within the organization.

Information Technology & Facilities

- Lead the creation, maintenance, and continuous upgrade of infrastructure and resources including data, systems, technology, policies, procedures, and controls.
- Oversee outsourced IT managed service provider.
- Develop an annual technology plan (hardware and applications) and budget to meet the organization's tech needs and keep technology current and efficient.
- Continually work toward the promotion of efficiency and effectiveness of all IT and facilities functions via process and workflow improvements including investment in and implementation of technology to support automation.
- Manage the interface with building management.
- Lead on space planning and maintenance, including oversight of all office equipment, repairs, and maintenance.
- Manage procurement, contracts, and vendor relationships.
- Develop a plan for managing data, document recovery, and archives.

Compensation:

\$130,000-\$150,000 annually, with a competitive benefits package that includes paid time off, 100% employer-paid health, dental, and vision coverage, short-term disability, long-term disability, life insurance, FSA for health and childcare expenses, an employer-paid health and wellness fund, student loan repayment assistance, 401(k) with an employer match, and more.

Organizational Information:

The Senior Director of Finance & Operations will have several direct reports and reports directly to the Executive Director of Bread & Roses.

Relevant Financial Information:

Founded in 1977 as a collective of organizers, activists, and donors, Bread & Roses Community Fund is a home for channeling money to movements for real change in the Philadelphia region. To date, Bread & Roses has unleashed more than \$17 million to local grassroots groups taking collective action toward the liberation of all people.

Service Area / Industry Information:

Bread & Roses Community Fund is headquartered and operates in the Philadelphia region. Bread & Roses raises money through donations of all sizes and makes grants using a community-led decision-making process. Bread & Roses grants go to local groups working for good schools, fewer prisons, better jobs, a safe environment, quality health care, and more.

Notes / Additional Information:

This is a full-time, in-person position based in our Philadelphia office with the potential for hybrid work as team needs allow. Regular hours are Monday to Friday, 9:00 am to 5:00 pm, and this position requires working occasional evenings and weekends. Bread & Roses Community Fund has COVID-19 safety protocols in place and updates them in accordance with city, state, and federal guidelines.

Bread & Roses strongly encourages Black people, Indigenous people, people of color, women, trans/non-binary people, LGBTQ people, elderly people, formerly incarcerated people, and people with disabilities to apply.

Email your resume to Monica Wildes at BRFA@diverseforce.com by April 24, 2023. This is the final date for applications. Please disregard the dates noted elsewhere on the job site. Confirmation of receipt of an application will be sent by return email. No phone calls, please.