



JEWISH COMMUNITY PROJECT

Position Opening:

DIRECTOR OF FINANCE AND ADMINISTRATION

BACKGROUND

The Jewish Community Project (JCP) of Lower Manhattan, Inc. was founded in 2002 as a grass-roots effort to grow Jewish life in downtown NYC. Based in Tribeca, JCP is an open and organic Jewish community which enables individuals and families to become a creative force in the life of the organization, and through educational, cultural, social, and spiritual experiences. The organization now serves approximately 600 downtown families and individuals and also operates a prominent early childhood and Hebrew school program.

For more information about JCP visit our website at www.jcpdowntown.org

ABOUT THE POSITION

The Director of Finance and Administration (DFA) will collaborate closely with the Executive Director (ED) in implementing the infrastructure and systems needed to support strategic objectives. Overseeing the day to day management of the financial and administrative dimensions of JCP, he or she will be responsible for helping shape and administer the annual budget, oversight of all financial operations and the annual audit, and oversee certain office and facilities staff. The DFA works closely with members of JCP's Board of Directors and volunteer leaders on the Budget & Finance, Legal and Audit Committees. The DFA supervises the Finance Associate and the facilities team, including employees and outside contractors. Responsibilities will be both strategic and tactical, including developing the annual budget in concert with the Executive Director, working closely with all department heads on budget planning, and ensuring appropriate organizational and technological systems are in place to support the organization's operations and mission. As a member of the senior management team, the DFA will be involved in a range of strategic planning and internal initiatives.

RESPONSIBILITIES OF THE POSITION

Responsibilities include but are not limited to:

Budget, Finance and Accounting Operations

- Lead and supervise all financial activities with a commitment to proper oversight, strong internal controls and procedures, as well as the sustainability and health of the organization
- Supervise the Finance Associate and oversee talent development in the areas of finance and administration
- Manage all finance functions and activities including payroll, accounts payable, accounts receivable, reconciliations, ongoing reporting, and others
- Manage, develop, and support the implementation of the annual operating budget and work with leadership to identify opportunities for financial growth within each department, as well as identify appropriate areas for cost savings
- Ensure compliance with all fiduciary and regulatory obligations
- Employ financial analysis and modeling to produce strategic financial planning, including scenario analysis, long-range budgets and cash flow management and projections
- Provide advice and counsel to the Executive Director and department directors on matters of importance that support the organization's health and sustainability in matters of human resources, operations, physical plant, technology, financial resource management and risk management
- Prepare monthly, quarterly and annual financial statements, commentary and forecasting
- Attend and prepare for Board meetings, and prepare for and lead Budget and Finance Committee meetings; meet regularly with the Board Treasurer in conjunction with the Executive Director to set agendas for Budget and Finance Committee meetings; and ensure the Board has access to relevant and current financial information
- Ensure that the organization's leadership is regularly and appropriately updated regarding each department's financial position, including identification of emerging issues
- Assume responsibility for risk management and maintenance of appropriate levels of insurance coverage
- Oversee the development and execution of all business contracts, ensuring compliance with JCP policies and procedures, as well as seeking appropriate input from legal counsel and other stakeholders
- Hold the primary relationship with auditors, legal counsel, insurance brokers, and banking institutions
- Lead the administration of the organization's educational scholarship programs
- Collaborate with Development Team to define fundraising goals and strategies to continue to expand annual fundraising efforts

Facilities and Operations Management

- Supervise the Facilities Manager, who leads a team of employees and vendors to ensure the safe and efficient operation of a 10,000 square foot facility as well as ancillary program and office spaces
- Develop and ensure the successful implementation of systems for proper ongoing maintenance of facilities and equipment, repairs, and room and program set-ups
- Ensure the proper operation and implementation of the organization's CRM and database systems, as well as respond to issues and questions and develop resources to ensure data management processes and tools serve the organization's needs and priorities
- Maintain and evaluate the IT needs of the organization, working with staff and vendors to identify and resolve issues, and recommend repairs and upgrades

Human Resources

- Maintain proper employment records for all current and past employees and ensure regulatory compliance
- Work closely with departments on proper onboarding and exiting of staff
- In conjunction with the Executive Director implement a comprehensive compensation and benefits program

QUALIFICATIONS:

The ideal candidate will demonstrate the following qualifications:

- A bachelor's degree is a required. Relevant master degree (MSc/MA in business administration; MPA; MBA), a plus. CPA designation or in process, a plus
- At least seven years of experience, with at least five years managing the finance and administration functions of a \$5 million to \$10 million organization or business unit
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Proven success in both short-term and long-term project management.
- Knowledge of the nonprofit and educational sector to ensure that the organization runs in conformity to established regulations
- Experience interacting and building relationships with staff, volunteers and Board members
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Outstanding interpersonal, written and verbal communication, and problem solving skills
- Technologically savvy, with experience overseeing information technology staff or vendors; proficiency in QuickBooks, CRM/database, Google platform, Microsoft Office and other computer skills, as required

- Flexibility and ability to work independently and as a team player with a wide range of constituents and colleagues
- Strong follow-through and attention to detail; proven ability to set and meet deadlines
- General management skills and proven effectiveness empowering others to make decisions
- Success seeing beyond the numbers, identifying trends and new possibilities
- An eagerness to be a leader within a rapidly growing organization
- Personal qualities of integrity, credibility, and accountability; demonstrated resourcefulness and good judgment; values diversity of thought, backgrounds and perspectives
- Successful expertise and experience in strategic financial management, budgeting, and a strong working understanding of accounting principles
- Ability to multitask while maintaining vigilant attention to details
- An appreciation for JCP's Jewish mission and the community's openness and pluralistic attitude

This position is available immediately. To express interest in this professional opportunity, please send your cover letter and resume to Jobs@jcpdowntown.org with the subject "Director of Finance and Administration".