



DIRECTOR OF FINANCE AND OPERATIONS

THE ORGANIZATION

Interfaith Outreach & Community Partners (Interfaith Outreach) is a human service nonprofit serving struggling families and individuals in the Twin Cities. Interfaith Outreach rallies resources and ignites the community to ensure all families live their best lives, all children succeed and the entire region prospers.

ROLE DESCRIPTION

Interfaith Outreach seeks an accomplished, driven, strategic finance professional to lead Interfaith Outreach's finance and operations. Reporting to Interfaith Outreach's Executive Director, this individual will oversee the organization's financial and operational well-being in support of the Interfaith Outreach's mission and goals. With the finance and operations team, they direct all financial management, accounting, and budgeting functions of the organization. In addition they develop financial procedures and direct their implementation. They oversee operations functions such as facilities, security, technology, office management, and data analysis.

The new Director of Finance and Operations is an outstanding listener, quick learner, excellent communicator, and strategic thinker.

They are enthusiastic about Interfaith Outreach's Mission and Core Values and bring those values into the workplace, ensuring high morale, productivity, and efficiency by nurturing an environment supporting accountability and results. Moreover, they demonstrate regard for dignity and respect for others and promote and contribute positively to departmental and organizational relationships.

Key Accountabilities Include:

Accounting, Finance, and Risk Management

1. Manages monthly financials and provide timely reports on the same to the Board Finance Committee
2. Identify and implement process improvements to continually enhance the effectiveness and efficiency of financial operations
3. Ensure the existence of adequate internal controls to ensure the reliability of financial reporting and safeguarding of organization assets

Reporting, Forecasting, and Budgeting

1. Provide support to the Board for strategic decision making
2. Create cash flow forecasts and advise management regarding cash management issues
3. Develop, compile, analyze, interpret, monitor, and report financial and operational metrics

4. Provide strategic leadership to the annual budget process in conjunction with the Executive Director and leadership for approval by the Board
5. Manage the annual sustainability plan discussions with the Finance Committee and Board

Facilities, Technology and Office Management

1. Provide oversight of building operations, including office staff, security, maintenance, supplies, and vendors
2. Provide oversight of Technology which includes infrastructure/hardware, desktop support, and financial, donor and client databases

Team Leadership

1. Ensure that Interfaith Outreach remains a vibrant and open place to work; practices active listening and collaboration; demonstrates a “service-oriented” mentality towards both external stakeholders and Interfaith Outreach colleagues; fosters and encourages an “open-door” policy with all employees; is hungry for new ideas among employees, stakeholders, and clients.
2. Hold all employees accountable for their performance and always has an eye on the data to inform their intuition.

Strategic Leadership

1. Articulates strategic vision authentically and compellingly to Interfaith Outreach Executive Director, Board, staff, and stakeholders.
2. Provide leadership, vision, and framework to develop, revise, improve, and implement strategic goals in line with Interfaith Outreach’s mission and addressing the reality of the economic climate.
3. Provide leadership in developing Interfaith Outreach’s short and long-range financial plans with the Executive Directors and peers, in line with the organization's mission.

THE IDEAL CANDIDATE

Driven Leader. Interfaith Outreach’s next Director of Finance and Operations is a servant leader who assembles and expects their team to be superior to them in their area of specialty. They will take full responsibility for their actions and will expect their team to do the same. Moreover, while themselves intelligent and an astute learner, they gladly rely on the expertise around them and desire to listen to the advice of their internal and external stakeholders. They will bring a track record of high standards, accountability, and unimpeachable integrity.

Excellent Communicator. In addition to being an excellent communicator themselves, Interfaith Outreach’s next finance and operations leader will foster a culture of open communication with the organization’s stakeholders, their peers, and the community as a whole.

Customer-Focused. Interfaith Outreach employees have a deep passion for what they do and a natural commitment to clients and all stakeholders. The next finance and operations leader must reflect this customer-first mentality.

Great Manager. Interfaith Outreach's organizational structure has faced changes over the past year. As a leader, the new Director of Finance and Operations will have a proven ability managing complex organizational dynamics and systems. In addition, they will have demonstrated success managing through change, developing talent and instilling an employee-centered culture. They are a proven developer of people and organizations. Their team wants to work with them and produce stellar results.

QUALIFICATIONS

BS / BA degree in Accounting or Finance with a CPA/CMA preferred

The ideal candidate will have 7-10 years of financial / accounting leadership, financial analysis, and accounting management experience. Minimum 2 years in a controller or assistant controller function preferred

Demonstrated cultural competence with a focus on equity and inclusion

Strong analytical, financial modeling, accounting, problem-solving and organizational skills required

Ability to design, implement and document business processes to be used by the entire organization

Human resources experience preferred

Must maintain strict confidentiality and be able to adapt to a fast-paced environment that requires multi-tasking, prioritizing and meeting multiple deadlines

Knowledge of and experience with nonprofit finances, including both contributed and earned income

Skill in strategy development and deployment defining organizational goals and assessing internal and external environmental factors

Ability to collaborate with others to arrive at a conclusion utilizing compromise, persuasion, rational and diplomacy

Ability to effectively present information to board members and organizational leaders

Ability to generate imaginative solutions based on research and professional experiences

TO APPLY

Interfaith Outreach has retained Orion Search Group to help conduct the search for its next Director of Finance and Operations. For more information about the opportunity, please contact Joel Bergstrom with Orion Search Group at (612) 367-4612 or joelb@orionsearchgroup.com.

Compensation range is \$100,000 - \$120,000, we offer a comprehensive benefits package.