PHILADELPHIA FUTURES

Philadelphia Futures is a nonprofit organization that provides Philadelphia’s low-income, first-generation-to-college students with the tools, resources and opportunities necessary for admission to and success in college. We transform lives by breaking down the barriers that have historically excluded low-income, first-generation-to-college students from achieving college success. The students Philadelphia Futures serves are provided with a comprehensive, time-tested array of programs designed to reduce the institutional, academic, social and financial barriers to college success. We are currently seeking a Director of Finance & Administration to join our team. This role is a unique opportunity for an experienced and action oriented individual to serve in a leadership role.

Significant responsibilities of this position include:

1) Financial Management — 40%
   - Ensure timely, clear, and accurate preparation of budgets and financial reports. Oversee analysis, preparation, and presentation of financial and budget reports including monthly financial statements, quarterly budget reports, and annual financial reports for the Board and the Executive Director, as well as budgets and reports to funders
   - Manage organizational cash flow and forecasting
   - Assist the Executive Director with the creation, analysis, and reporting on indicators on the financial health of the organization, including the annual budgeting process
   - Support the Executive Director in communicating and presenting financial matters to the Board and other key stakeholders
   - Oversee the management of organizational investments in conjunction with Investment Manager; facilitate information to the Board and Executive Director about investment status and performance
   - Develop, document, and maintain accounting and administrative policies and procedures
   - Ensure approval and correct allocation of organizational expenses
   - Manage payroll, accounts payable, cash disbursements, accounts receivables, and cash receipts
   - Coordinate the annual audit process, working with external auditors and the finance committee of the board of directors
   - Ensure the completion of tax and regulatory reporting requirements

2) Human Resources — 30%
   - Lead the analysis, creation, and execution of Philadelphia Futures’ policies, procedures, and practices on personnel matters
   - Monitor and evaluate benefit offerings, manage staff enrollment and administration; document requests for paid time off
   - Oversee clearance process for staff and volunteers
   - Coordinate talent development efforts, including recruitment processes to ensure a robust and diverse candidate pool, new-hire onboarding, and professional development for staff
• Manage performance evaluation process, including developing and monitoring timelines and performance benchmarks

3) IT and Administration — 20%
• Ensure key administrative functions as well as facilities to ensure efficient and consistent operations
• Manage the implementation and maintenance of technology
• Recommend, plan, and direct new information technology strategies, systems, and policies to advance organization objectives
• Secure and maintain functional physical space that meets organizational needs
• Manage relevant vendor and consultant relationships and accounts

3) Supervisory and Management responsibilities — 10%
• Serve as a member of the Philadelphia Futures management team
• Ensure that students, staff, volunteers and others are provided professional and timely operational support and service
• Responsible for planning and implementing agency-wide programs, events, trainings and outreach efforts as needed
• Supervise part-time bookkeeper/accountant, Events Manager, and administrative interns

The successful candidate for this position will possess the following experience, skills and attributes:
• At least 7 years of overall professional experience; ideally 6+ years of financial and operations management experience.
• A college degree; MBA, CPA, or related advanced degree is preferred.
• A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
• At least 3 years of experience with final responsibility for the quality and content of financial data, reporting and/or audit coordination
• Experience with management and supervisory responsibilities, including human resources
• Ability to translate financial concepts to – and effectively collaborate with – colleagues with and without a background in finance
• Technology savvy with at least 3 years of experience as a network administrator, selecting and overseeing software installations and managing relationships with IT vendors; knowledge of QuickBooks accounting software; knowledge of constituent management software such as DonorPerfect
• Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
• Commitment to Philadelphia Futures’ core mission, values, and programs
• Passion for working with first-generation-to-college, low-income students

This is a full-time, exempt position and offers a competitive compensation/benefits package based on experience. This position reports to the Executive Director, Philadelphia Futures.
To Apply: Please email your resumé and cover letter with salary requirements to HR@philadelphialiafutures.org, indicating the “Director of Finance & Administration” in the subject line.

For more information on Philadelphia Futures, visit our website: www.philadelphialiafutures.org

Philadelphia Futures is deeply committed to the principles of equity, diversity, and inclusiveness. Philadelphia Futures is an Affirmative Action/Equal Opportunity employer. Minorities, women, and individuals with disabilities and veterans are strongly encouraged to apply.

Update: October 2017