POSITION AVAILABLE

Director of Finance and Administration

ORGANIZATION
At New Jersey Future, we believe that great places help create great lives – and New Jersey is full of great places. We also know that change is always happening. As decision-makers face these changes they need to plan for the future in ways that are good for the environment, the economy and that promotes a just and equitable society. Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods and fuel a strong economy. The organization does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. Embracing differences and advancing fairness is central to New Jersey Future’s mission and operations. New Jersey Future is firmly committed to pursue a culture of greater justice, equity, diversity, and inclusion through its programs, internal operations and external communications. The organization is based in downtown Trenton, N.J. For more information please visit www.njfuture.org

POSITION
New Jersey Future is looking for a mission-oriented, hands-on professional with experience managing finance and operations in a small and growing organization. Reporting to the Executive Director (ED), the Director of Finance and Administration is a full-time position responsible for overseeing and implementing overall organizational operations, including finance, budgeting, administration, human resources, risk management, information technology and business planning and operations.

Internally, the Director of Finance and Administration will also serve as a thought partner to the ED and as a critical member of a small leadership team responsible for strategic decision making. The Director of Finance and Administration will work closely with the ED and the leadership team to strengthen overall organizational capacity and impact, develop new program areas, and influence broader policy efforts.

This position is an exciting opportunity for an individual with a strong finance and operations background to strengthen and expand the internal capacity of a well-respected, mission driven organization focused on state and local change with national influence.

RESPONSIBILITIES
Finance - Provide financial oversight for the organization and be responsible for the entire range of financial administration, from daily operations to high-level management.

• Manage monthly accounting processes, including bookkeeping, payroll management, invoicing, accounts payable, and accounts receivable. Manage relationships with key external vendors.
• Manage organizational cash flow, forecasting, bank and investment accounts.
• Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials, and oversee all financial, project/program and grants accounting.
• Implement a grant/contracts management and reporting system; ensure that the grant/contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
• Implement a donor management and reporting system; ensure that corporate and individual donor giving are tracked and coordinated with financial books.
• Develop and implement sound fiscal management practices and internal controls, including updating internal policy and procedures manual.
• Oversee and lead annual budgeting and planning process in conjunction with the ED.
• Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of trustees and the board Treasurer.

Administration – Oversee and manage all administrative functions for the organization, including building and office management, human resources, risk management, and information technology.
• Oversee general office management and administrative functions, including the organization’s building facility, to ensure efficient and consistent operations as the organization scales.
• Track organizational needs and manage all telecommunications, computer hardware and software issues, procuring new equipment as needed and working with a third-party specialist.
• Oversee risk management and legal activities, including business insurance, memorandums of agreement, contracts and other legal documents and agreements. Ensure compliance with all applicable laws and regulations.
• Develop and implement strategies and enforce department accountabilities around recruitment and staffing, employment processing, compensation, employee benefits (including health), training and development, records management, employee relations and retention.
• Manage the document flow for hires, terminations, leaves, salary changes, special payments and ensuring that new hires have adequate workspace and office equipment.
• Manage intern and staff recruiting processes and ensure that processes are consistent, streamlined and advance the organization’s diversity and inclusion goals.
• Improve and manage an onboarding and training program to educate employees regarding mission, programs, staff tools, policies, and procedures.
• Maintain knowledge of industry trends and employment legislation and ensuring compliance with federal and state legislation pertaining to all personnel matters.
• Assist the ED in the annual review, preparation and administration of New Jersey Future’s wage and salary program, job descriptions and employee evaluation process.

Business Operations and Planning – Oversee accountability measures and support strategic planning.
• Work with program staff to ensure that projects are on-time and on-budget and that reporting requirements are being fulfilled.
• Work in partnership with ED and leadership team to implement new strategic initiatives, including new program areas.
• Provide financial and operational input for all strategic planning processes.
• Manage future direct reports.
REQUIREMENTS
New Jersey Future seeks a Director of Finance and Administration who believes in our core mission and has experience developing and managing strong financial and operational systems in a mission-driven, entrepreneurial environment. We also seek an effective team player who can motivate, inspire, and collaborate.

- At least seven years of overall professional experience; ideally five-plus years of broad financial and operations management experience.
- Proven track record in organizational budgeting and financial management, including experience with and understanding of general accounting, grant tracking and management, donor management, payroll management, human resources, and general business systems and functions.
- Demonstrated success in developing and monitoring financial systems.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multi-task and wear many hats.
- Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- Self-directed, positive, energetic, flexible, collaborative, and team oriented individual.
- Personal qualities of integrity, credibility, and dedication to the mission of New Jersey Future.

COMPENSATION
Salary and benefits are commensurate with experience, but on the scale of a small non-profit organization.

Interested and qualified candidates should submit a cover letter including salary requirements and a resume to njfuture@njfuture.org.

At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.