

Hagar's Sisters Mission

Motivated by God's lovingkindness, Hagar's Sisters cultivates the emotional and spiritual healing of women impacted by intimate partner abuse, empowering them through care planning, education, and compassionate community.

Operations and Finance Director Position Description

The Operations & Finance Directors (OFD) is responsible for developing, implementing, and managing new systems both internally and in our service offerings, as well as managing existing systems. The OFD develops performance metrics and reporting, and ensures the smooth operation, sustainable growth, and excellence in the business practices of our organization. Key areas of responsibility are Finance management, including budget creation; Operating Plan development and oversight; Information Technology systems management; and administration oversight, including safety.

Accountabilities

Strategy

- Provide input to our strategic plan, contributing to the strategic direction of the organization.
- Annually lead the creation of and provide input to an effective, meaningful operating plan; oversee staff progress in implementing components and adherence.
- Effectively drive the strategic advancement of all aspects of our business operations including finance, office operations, facility and IT management; positively lead administration of full and part-time staff and volunteers in those areas.

Finance & Administration

- Update and ensure that financial standard operating procedures are maintained, developing financial policies and practices according to best practice.
- Initially provide hands on implementation to ensure accurate and timely completion of payroll and bill processing, tax documents, and report generation. Based on anticipated organizational growth, provide oversight for these activities.
- Ensure that the President and department heads have needed up-to-date financial information, including a focus on increasing staff budget literacy.
- With staff input, create a viable and efficient budget with continual review to ensure correct allocation of expenses and understanding of variances.
- Secure approval of key financial (budget and tax) documents and policies to manage assets with a risk management focus.
- Present to the Board accurate and understandable financial information.
- Develop an annual plan and oversight of administrative functions and facilities to ensure efficient and consistent operations as the organization scales across all facilities.

Technology and Safety

- Coordinate staff training and monitor costs and impacts of current systems on daily performance.
- Establish and update policies regarding the safe use of IT assets.
- Perform basic troubleshooting for common technical issues.
- As Safety Officer, effectively manage and update safety protocols as needed.

Office and Facilities Management

- Manage property negotiations and facility management to ensure a safe, healthy, clean, functional and well-organized environment that optimizes employee productivity.
- Procure and manage costs of office equipment and supplies through negotiations, monitoring and contract renewals.
- Create and deliver training regarding office equipment and safety procedures for employees, contractors, and volunteers.

Human Resources

- Provide initial input and final approval for significant improvements to our employee perks and benefits based on the recommendations of Human Resources Manager.
- Ensure that employee policies meet the changing needs of the organization, employees, and government requirements and propose appropriate changes to Employee Manual and Office Safety Protocol.
- Be a respected and effective ambassador of the organization, reflecting the values of teamwork, collaboration, inclusivity, and mutual respect.

Requirements

- 3 - 5 years of senior level experience in financial and operations management, strongly preferred in a non-profit organization.
- The ideal candidate will have excelled in a position that includes having responsibility for the quality and content of all financial data, reporting, and audit coordination for either a division or significant program area.
- Ability to collaborate with and translate financial concepts to Board members and colleagues who do not necessarily have finance backgrounds.
- Demonstrated ability and technology savvy to select and improve operational, financial, and IT systems and software using a collaborative work style.
- Familiarity with nonprofit audits as well as Federal and State contract requirements and invoicing systems.
- Excellent leadership, planning, negotiation, management, organizational, and supervisory skills.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A desire to supervise and develop leadership pathways with department staff and to support learning across the organization.

Contact loriw@hagarssisters.org to apply or for more information

March 24, 2021



Operations and Finance Director Overview

This is an exciting opportunity for an experienced finance and operations leader to use their gifts to forward God's work. This leader will take the organization to the next level by finding new and creative ways to maximize and strengthen the internal capacity of our well-respected, high-impact, growing Christian non-profit organization.

Hagar's Sisters is seeking a Director of Operations & Finance to implement new systems both internally and in our service offerings; develop performance metrics and reporting; and ensure smooth operations, sustainable growth, and excellence in the business practices of our organization.

We're looking for a person with the qualities of integrity, desire for transparency, and dedication to the mission of Hagar's Sisters who will be an inspiration and pillar of leadership and growth. This person will work closely with the President and other managers to ensure excellence in all areas of nonprofit business management over multiple support group sites to further Hagar's Sisters' growth and mission.

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