



DIRECTOR OF OPERATIONS AND FINANCE

About the Organization:

Episcopal Charities of New York (ECNY) is a leading New York City-based nonprofit organization dedicated to meeting acute needs throughout the ten-county region of the Episcopal Diocese of New York which spans from New York City through the Hudson Valley. Our mission is to alleviate poverty and support vulnerable members of our community by providing critical funding and operational support to grantee partners throughout the region. With a commitment to transparency, accountability, and ethical stewardship, ECNY strives to be a beacon of hope and compassion in our local communities.

About the Role:

The Director of Operations and Finance plays a crucial role in ensuring the operational strength and efficiency and the financial integrity of ECNY at a time of organizational growth. This inaugural position is responsible for overseeing operations, financial management, and compliance across functions to support the organization's mission and strategic objectives.

Key Responsibilities - Responsibilities include but are not limited to:

Operational Management:

1. Recommend and implement project management tool(s) (e.g. Asana, Mondays): map organization wide and department specific priorities and related projects that integrate with or complement current systems (Microsoft 365).
2. Map standard operating procedures, including: operational processes, workflows, work plans and calendars across the organization.
3. Grants process refinement: Develop grants process efficiencies with program team which map, document and automate grant distribution processes, and ensure alignment with board objectives and budget forecasting. Vet grants management software and potentially recommend and implement new tool(s).
4. Grantor reporting: Ensure timely preparation of Grantor reporting between development office and program team, including gathering and preparing any necessary budget reports.

5. **Oversee basic Human Resources functions:**
 - a. Payroll - Bi-monthly payroll processing including calculation of pension benefit withdrawals and notation of vacation and sick days.
 - b. New and existing hires:
 - i. Facilitate onboarding paperwork for any new staff;
 - ii. Work with board HR committee where requested including in creating a new employee handbook.
 - iii. Ensure compliance with employment laws and regulations.
6. **Information Technology:** Manage information technology systems and infrastructure to support organizational operations. Evaluate and implement technology solutions to enhance automation, efficiency, cost effectiveness and productivity.
7. **Vendor and Contract Management:** Manage vendor relationships and contracts. Negotiate terms and pricing to ensure cost-effectiveness and quality of services.

Financial Management:

1. **Financial Stewardship:** Enhance transparency and accountability in financial stewardship by facilitating timely financial audits, regularly monitoring all bank and investment accounts, and producing annual reports to ensure the long-term financial sustainability of ECNY.
2. **Implement Investment Policy:** Work with the board Investment committee to ensure implementation of and adherence to the Investment Policy Statement, including making periodic adjustments to investment mixes as directed by Investment committee.
3. **Account Management:** Oversee and manage relationships with external financial institutions.
4. **Budget Development:** Coordinate the development of Annual Budget to be approved no later than January of each year, in collaboration with the Executive Director and Board of Directors and in coordination with the outsourced accounting team.
5. **Expense monitoring:** Monitor and evaluate existing and potential new contracts or expenditures to ensure cost effectiveness and optimal operational efficiency
6. **Financial Reporting:** Manage the relationship with the outsourced accounting team for monthly and year end close and reporting, ensuring accurate and timely financial information for the ED, board treasurer and other stakeholders.

7. Audit and 990 Compliance: Support Executive Director, outsourced accounting team and Auditors with annual audit related tasks. Coordinate with audit committee for audit timeline, updates and approval.
8. Fundraising Revenue Tracking: Work with development team to track fundraising event revenue in real time, particularly around the organization's \$1.2m fall gala event.
9. Grant Budget and Expense Monitoring: Work with program staff and outsourced accounting teams to ensure timely fund deployment to partners and along with detailed spend expense tracking by funder.
10. Donor Reporting: Work with development team and outsourced accounting firm to ensure proper tracking and financial reporting for grantor funding.
11. Resource Management: Implement sustainable and responsible resource management practices to optimize organizational efficiency and effectiveness.

Other Responsibilities:

1. Attendance at board meetings is expected along with delivering periodic reports to the board.
2. Ethical Workplace Practices: Promote ethical workplace practices by developing an employee handbook and ensuring each employee signs it annually, fostering a culture of integrity and professionalism.
3. Continuous Improvement: Foster a culture of continuous improvement and learning within the organization, seeking opportunities for growth and innovation in all aspects of financial and administrative operations.
4. This position may include additional duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in operations or finance or a related field preferred.
- Minimum of 5 years of progressive experience in operations and/or financial management in the nonprofit sector.
- Experience implementing workplace project management tools such Asana or Mondays strongly preferred.
- Strong knowledge of nonprofit financial reporting standards and best practices.
- Familiarity with financial management software; familiarity with Bill.com and Quickbooks a plus.
- Experience monitoring investment portfolios and bank accounts.
- Experience utilizing Microsoft Office Suite for organizational management.

- Experience working in a grantmaking nonprofit preferred.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Exceptional attention to detail.
- Demonstrated leadership ability, with a commitment to fostering a positive and inclusive work environment.

Who You'll Work With:

- The role reports to the Executive Director.
- The role will supervise finance and accounting-related portions of the Administrative Coordinator's role.
- The role will work directly with the outsourced accounting team.
- The role will work with the board Investment and Audit committees.

Application Instructions:

To apply for the position of Director of Finance and Operations at Episcopal Charities of New York, please submit a resume and cover letter detailing your qualifications and interest in the role. Please be prepared to provide three references who can speak to your leadership and expertise. Applications will be reviewed on a rolling basis until the position is filled. We encourage candidates to apply who have many, but not necessarily all, of the qualifications listed.

Salary range: \$75,000 - \$80,000 annually

Benefits: Generous vacation and sick leave. Comprehensive family health insurance. Retirement benefits through Church Pension Group with generous employer contribution.

Equal Opportunity Employer:

ECNY is an equal opportunity employer and is committed to diversity, equity, and inclusion in all aspects of employment. We encourage individuals from diverse backgrounds to apply.