



## **Alliance to End Homelessness in Suburban Cook County Director of Finance and Operations**

**Position:** Director of Finance and Operations

**Reports to:** Executive Director

**Alliance Overview:** The Alliance to End Homelessness in Suburban Cook County is suburban Cook County's homeless services Continuum of Care. The mission of the Alliance to End Homelessness is to strive for the elimination of homelessness in suburban Cook County through the coordination and maximization of available resources to assist homeless individuals and families. The Alliance serves as a convener for the collaborative, community-based endeavors of homeless service providers, affordable housing developers, local governments, foundations, and the private sector.

**Position Overview:** The Director of Finance and Operations will be a hands-on and collaborative director who will develop and implement policies and procedures related to finance, agency planning, budgeting, human resources, grant management and administration. The Director of Finance and Operations will play a critical role in partnering with Alliance executive director and staff members to assist in developing and enhancing programming within the Alliance agency and the greater Continuum of Care. This position is a new position that will work closely with the executive director and office manager/bookkeeper to scale up this growing organization's human resources capacity and help maintain its high standard of fiscal health. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization and assist in pushing its critical, mission-driven work forward.

### **Job responsibilities:**

#### **Human Resources and Operations:**

- Further develop the Alliance's human resources and administration policies and procedures, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Further develop the Alliance's HR policies related to equity and inclusion in hiring and personnel policies.
- Ensure that recruiting processes are consistent, equity and inclusion forward, culturally competent, and streamlined.
- Establish and manage a comprehensive orientation, onboarding, and ongoing training program to educate employees regarding staff tools, cultural competency, equity, inclusion, and best practices policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

#### **Finance:**

- Working closely with the Office Manager/Bookkeeper, prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements, and oversee all financial project/program and grants accounting

- Work closely with the finance committee and board members on budget and finance-related policies and procedures
- Establish and coordinate an inclusive annual budget process that includes the executive director, the three program directors, the office manager/bookkeeper and finance committee
- Coordinate and lead the annual audit process, liaise with external auditor and the finance committee of the board, assess any changes necessary
- Manage organizational cash flow and forecasting.
- Manage the billing process and grant administration for a small number of interagency partnerships for which the Alliance is the lead agency, maintain quality control standards for grant billings
- Improve the reporting capability and interface between the Alliance's current accounting software (QuickBooks) and donor management software (DonorPerfect)
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; periodically review and propose updates to the written fiscal policy and procedure manual.

#### **Qualifications:**

- BA in finance or related field, MA/MBA preferred.
- 7-10 years of overall professional experience, or equivalent combination of work and educational experience. At least 5 years of financial and HR management
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resource function previously.
- A track record in grants management.
- 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.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, a growth mindset, and dedication to the values and the mission of the Alliance.
- Ability to work with and collaborate effectively with a diverse team of staff and stakeholders.

**Salary range:** \$65,000-\$75,000

**How to apply:** We strongly encourage those with the following identities to apply: Black and indigenous people, Latinx people, other people of color, LGBTQIA+, womxn and non-binary people, people with disabilities, and others with lived experience of homelessness and/or as being part of marginalized communities. Please submit your resume and cover letter to Rachel Spears at [rspears@cnpstaffing.com](mailto:rspears@cnpstaffing.com). Applications will be taken on a rolling basis until September 4<sup>th</sup>, 2020. Please address your cover letter to Jennifer Hill, Executive Director and add "Director of Finance and Operations" in the email subject line.

*While we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.*

*The Alliance to End Homelessness in Suburban Cook County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*