



JOB POSTING FOR DIRECTOR OF FINANCE & OPERATIONS

Safehouse Progressive Alliance for Nonviolence is seeking a dynamic team member to work closely with and among other SPAN teammates in its quest to end interpersonal violence within its community. By asking to join SPAN, means that you are committed to working toward fulfilling this quest.

The Position

The Director of Finance & Operations is responsible for managing all of SPAN'S finance and business operations while ensuring adherence to GAAP and meeting non-profit compliance requirements. This position creates systems, processes, and policies to ensure staff and management are supported to achieve the goals of the organization. The Director leads implementation of strategic and operational plans, builds models, forecasts and produces ad hoc reports as needed to support the Executive Director, Board of Directors, and Program Teams.

Compensation

This is an exempt, salaried position. The salary is \$72,500-\$85,000 annually, depending on your qualifications. Compensation also includes our standard benefit package, including a medical plan, dental plan, generous vacation, sick leave and holiday time off, reduced rate Eco-Pass, Simple IRA retirement plan with 2% agency contribution, and Employee Assistance Program.

About You

- ✚ You have a passion for social justice, non-violence, equity, and inclusion.
- ✚ You have progressive experience in nonprofit financial management and operations.
- ✚ You've created systems, processes, and policies that ensure compliance with financial best practices, promote organizational excellence, and support staff to achieve the goals of SPAN.
- ✚ You find challenges energizing and motivating and are as comfortable with big-picture thinking as you are with completing detailed tasks.
- ✚ You're a collaborator; you work well with internal departments and organizational stakeholders to advance program and agency goals.
- ✚ You've been at the management level working in nonprofit finances and operations, and you excel at team building, conflict resolution, and leadership.
- ✚ You have excellent organizational and problem-solving skills, you can communicate with a variety of audiences, you appreciate the details, and you're organized.

A Day in the Life

- ✚ **Financial Planning**
 - Works closely with the Executive Director and Board of Directors to develop and maintain agency wide planning, budgeting, financial forecasting, objectives, and initiatives to achieve strategic and operational goals.
 - Responsible for overall external and internal financial reporting, operations, internal controls, agency budgets and forecasts.

Finance Operations

- Leads paid and contract staff involved in billing, accounts payable and financial reporting.
- Responsible for ensuring all financial transactions are properly recorded in adherence with US GAAP, including reviewing and approving accounting entries of staff.
- Coordinates annual financial audit; works with Executive Director and auditor to ensure timely audit and 990 tax form completion.
- Develops, implements, and updates finance/accounting policies, procedures, and protocols.
- Ensures that resource development and implementation strategies align with organizational values of equity and inclusion, needs, and programmatic operations sufficient to ensure the financial health of the organization.





Fundraising and Grants Management

- Responsible for establishing financial compliance systems tailored uniquely to a variety of grants and contracts.
- Works with program staff to prepare grant budgets for government and foundation grant requests and reporting; assists with financial strategies for grant applications.

Organizational Operations

- Works with Executive Director, Program Directors and HR/Administration Coordinator to review and improve team culture and strengthen staff relations and operations through office policies.
- Facilitates, manages and supports a cohesive Finance/Operations Team (includes finance, HR, administration, and facilities), that is integrated with Program staff and advances SPAN's mission, vision, and values.

What You Bring to Us

-  Bachelor's degree in accounting, finance, business administrations, or in a related field required, or any equivalent combination of education and/or experience. Master's degree in business administration, organization management, or related field preferred. Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA) designation not required, but a plus.
-  Seven years of progressive experience in finance or accounting, and 5 years' experience serving in a business, finance, or operations role of a nonprofit or community organization or business. Strong knowledge of accounting principles applicable to nonprofit organizations, including GAAP and Federal Funds requirements (2 CFR 200). Financial planning and analysis experience.
-  If you've made it to this bullet, you can guess that you need great computer skills including Microsoft Office, Quickbooks, and Salesforce. You also need to produce and meet deadlines in our fast-paced and changing environment and have proven written and oral communication skills.
-  The desire and ability to work with passion, diligence, and humor; usually days, but nights and weekends if needed.

About Us

Safehouse Progressive Alliance for Nonviolence (SPAN) is a human rights organization committed to ending violence against adults, youth, and children through support, advocacy, education, and community organizing. Operating since 1979, SPAN is the only organization serving Boulder, western Broomfield, smaller towns, and unincorporated Boulder County, designed to provide shelter and advocacy for victims of interpersonal violence. SPAN is dedicated to the promotion of social justice, diversity, equity, inclusivity, peace and non-violence for all individuals and their families.

SPAN Culture:

SPAN team members are dedicated and work in a fast-paced environment with full days – including some evenings and weekends – yet remain committed to a healthy work/life balance. While SPAN expects work to be taken seriously, it also knows the importance of having fun and the value of enjoying the work.

SPAN's Organizational Goals:

- ✚ **Foster organizational excellence** – Provide meaningful and effective support and resources to adults, children, and youth impacted by interpersonal violence.
- ✚ **Violence prevention initiatives** – Implement initiatives that promote safety, dignity, and liberation for all people.
- ✚ **People Centric** – Engage team members, individuals, groups, policy makers, and the community at large in efforts that promote economic, racial, and social justice and an atmosphere where team members and clients are valued.
- ✚ **Inclusive** – Team members are welcoming, inviting, authentic, outward-facing, and visible to all audiences, voices, and stories.

[Read more about SPAN's Core Values here.](#)

Application Process

- ✚ We like to receive electronic applications but will accept applications by mail (SPAN, Attn. HR, 835 North Street, Boulder, CO 80304). Applications will be accepted until the position is filled, but priority consideration will be given to those received by 4/10/2023.

The Legal Stuff

- ✚ You need to be able to sit or stand for long periods each day. While not frequent, you need to reach for, move and/or 15 pounds and use your hands to finger, handle, or feel objects, tools, or controls, mobility to access a wide variety of meeting and settings, and to perform a variety of tasks that involve standing, walking/traversing, sitting, stooping, kneeling, bending, and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation (we put it all in 1 sentence to may our legal team happy!).
- ✚ Ability to communicate adequately in person and by phone, in personal and group settings, and function with periodic distractions such as people, telephone calls, and noise.
- ✚ Ability to work with, and process information from, a variety of individuals and media (e.g., computers, projected images, printed materials).
- ✚ SPAN is committed to the principle of equal employment opportunity for all team members and to providing a work environment free from discrimination and harassment. All employment decisions at SPAN are based on business needs, job requirements, and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. SPAN will not tolerate discrimination or harassment based on any of these characteristics.