



JOB DESCRIPTION

TITLE: Director of Finance and Operations

SUPERVISOR: President and CEO

FLSA STATUS: Exempt

DATE: October 2024

SUMMARY: The Director of Finance and Operations provides strategic oversight of the Women's Foundation for a Greater Memphis (WFGM)'s financial, administrative, and operational functions. This role involves the management and execution of key systems, including finance, human resources, technology, and daily operations. The Director serves as the primary liaison to the Board Finance Committee, ensuring the organization's financial integrity and compliance with industry standards and best practices. In collaboration with the Chief Operating Officer (COO), who oversees operations, HR, & technology, the Director supports organizational efficiency and strategic planning initiatives to meet WFGM's future needs.

RESPONSIBILITIES:

Financial Management

- Oversees and leads the annual budgeting and planning process in conjunction with the President and CEO; administers and reviews all financial plans and budgets; monitors progress and changes; and keeps President and CEO abreast of the organization's financial status.
- Prepare annual budgets for the fiscal year.
- Manages organizational cash flow and forecasting.
- Analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements; and manages financial reporting requirements, including grant financial reports.
- Implements financial management/reporting system including recommendations in the areas of budget forecasts and financial plans.
- Provides oversight and ensures the development and documentation of sound financial policies and procedures.
- Coordinates the annual financial audit.
- Manage the organization of financial functions, i.e. cost and project control, and payroll, etc.
- Administers, plans, coordinates, implements, and maintains the organization's financial database and develops standard operating procedures and policies for ensuring its security and integrity.



Operations, Human Resources, and Technology Management

- Management of administrative functions including operations, human resources, and technology in collaboration with the COO.
- Manage financial and operational systems to ensure alignment with organizational goals.
- Supervise the maintenance of financial databases and systems, ensuring their security and integrity.
- Collaborate with the COO to enhance the organization's IT infrastructure and operational efficiency.
- Collaborate with the COO to support effective human resource management practices.
- Manage the execution of recruitment, onboarding, and compliance with HR policies and procedures as directed by the COO.
- Assist in the implementation of strategies related to employee engagement and retention in coordination with the COO.
- Work under the oversight of the COO to execute talent acquisition and management strategies.
- Support the COO in optimizing talent acquisition processes, workforce planning, and capacity building to align with organizational goals.

Board and Committee Engagement:

- Serve as the primary liaison to the WFGM Board Finance Committee, providing strategic insights and recommendations.
- Prepare and present financial and operational updates to the Board and relevant stakeholders.

Special Projects:

- Lead special projects as assigned to support the organization's strategic initiatives and operational improvements.

QUALIFICATIONS:

- Bachelor's degree in business, nonprofit administration, or a related field required; CPA and/or MBA preferred.
- Significant experience in a senior financial management role, preferably within a nonprofit environment.
- Proven expertise in financial planning, audit, compliance, and budget development.
- Demonstrated ability to collaborate with executive leadership and lead cross-functional teams.
- Proficiency in financial management and accounting software, including Excel and QuickBooks.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication and interpersonal abilities.



- Experience managing human resources and IT functions is a plus

WORK ENVIRONMENT: Hybrid schedule. Flexibility in schedule is often necessary to accommodate activities and events.

SALARY RANGE: \$90-105K

Qualified applicants should send an email to administration@wfgm.org with their resume and cover letter attached. Only candidates selected for an interview will be contacted. No phone calls, please.