

# SEATTLE PARKS FOUNDATION

## **Director of Finance and Operations**

Reports to President and CEO

Full Time Exempt Position

Based in Seattle, work from home and eventually move to hybrid model

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing advocacy, and fundraising on behalf of our city's public spaces. We also believe that access to parks and public spaces is a critical indicator as Seattle strives to become a more equitable city. Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

### **The following are our core commitments as an organization:**

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

Seattle Parks Foundation is an Equal Opportunity Employer, and we believe that having staff, consultants and volunteers with diverse backgrounds enables us to meet our mission while creating an inclusive organization that reflects our values. We strongly encourage applications from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination.

### ***Job Description***

The Director of Finance and Operations leads Seattle Parks Foundation's financial and operational strategies, managing annual budgets and work plans while directing our accounting, information technology, human resources, and administrative business functions. Reporting to the President and Chief Executive Officer, the Director of Finance and Operations is a core member of the leadership team, helping to shape organizational strategy and impact, and is the key liaison to the Board of Directors for finance and operations.

The Director of Finance and Operations will be an experienced leader with a demonstrated ability to think strategically, take initiative, and manage a team and organization through growth and change.

The ideal candidate will be a collaborator and influencer with insight and understanding of the fiscal sponsorship model, a passion for continuous improvement in systems and processes, and a depth of experience in digital accounting and nonprofit financial management.

### ***Strategy, Leadership and Management:***

- Lead and ensure effective implementation of the organization's accounting, information technology, human resources and administrative initiatives in alignment with our strategic and financial plans.
- Hire, supervise, and inspire finance and operations staff and contractors to excel and thrive in their roles.
- Serve as a staff liaison to Board Committees and task forces, including the audit, finance and investment committees making presentations when relevant.
- Lead process improvement and technical systems changes to create a more efficient and equitable organization.

- Uphold the values of Justice, Diversity, Equity, and Inclusion and use these values as a lens to develop, implement, and evaluate work.
- Evaluate organizational effectiveness at reaching strategic outcomes and financial goals.
- Collaborate with other leaders to ensure delivery of our strategic plan including new opportunities (e.g. earned revenue, program expansion, strategic partnerships, etc.)
- Represents SPF externally with community and business partners as necessary, particularly in banking, insurance, IT service providers and other vendors.

***Finance and Accounting:***

- Leads the process of financial analysis, forecasting, cash flow management, and budgeting, including working with the leadership team on annual and project budgets.
- Analyzes and presents financial data in an accurate and timely manner and clearly communicates monthly and annual financial statements.
- Oversees accounting system and processes, month and year-end financial closeout process, financial reconciliation, annual audit and filing of annual tax returns.
- Oversee digital accounting system transformation to support our fiscally sponsored community partners.
- Supervises accounting team and provides direction and guidance to partner team regarding fiscal services and operations.

***Information Technology, Human Resources, and Administration***

- Guides planning process to build strategic roadmap for infrastructure, systems and tools that streamlines operations and allows the organization to scale.
- Demonstrate insight and leadership over the IT infrastructure and key systems strategic decisions.
- Oversees the organization’s human resource function, including employee recruitment and retention, employee relations, performance management, benefits, and HR policies and practices. Supervises human resource consultants and works with leadership team to manage HR functions for the organization.
- Proactively encourages a culture of inclusion where candidates and employees of all identities excel.
- Leads operations decisions that promote an adaptive workplace for the changing realities of work (virtual, hybrid, and office).
- Promotes a culture of excellence that values learning and continuous improvement.

**Primary Qualifications**

- A minimum of 7-years of experience in finance and accounting, at least 3 in a leadership level role.
- A minimum of 3-years in IT infrastructure and operations oversight, familiarity with nonprofit systems preferred.
- A minimum of 3-years oversight and experience leading HR services and function.
- Experience managing leadership level committees (Board, Sr. Leaders) which oversee finance, audit and investment.
- Strategic and collaborative thinker with the ability to develop effective organizational work plans.
- Great attention to detail while maintaining the big picture.
- Familiarity with Blackbaud, Quickbooks, Microsoft 365 and other accounting and CRM systems essential for effective nonprofit management.

**COMPENSATION AND BENEFITS**

- Annual salary range starts at \$120,000/year
- SPF offers a generous benefits package including medical, dental, retirement, transportation, paid leave (holiday, vacation, sick), a wellness program, and Lifecare employee assistance program.

To apply, please submit a resume and cover letter to [hr@seattleparksfoundation.org](mailto:hr@seattleparksfoundation.org). Position open until filled.

For best consideration, apply by Monday, January 31, 2022.