

**POSITION:**

**SENIOR DIRECTOR OF FINANCE**

**SECTOR:**

Advocacy

**FUNCTION:**

Finance / Accounting

**LOCATION:**

VA - Richmond metropolitan area

**ABOUT THE ORGANIZATION:**

YWCA Richmond is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. The YWCA has been serving women and children in the Greater Richmond, VA community since 1887. As a leading organization in early childhood development and domestic and sexual violence services, the YWCA envisions a community that protects the vulnerable, reaches out to those in need, honors personal courage, celebrates women's successes, and embraces diversity and equality.

**ABOUT THE POSITION:**

As a key member of YWCA Richmond's leadership team, the Senior Director of Finance will play a critical role in the overall strategic management of the organization, setting and driving financial goals that enable growth and impact in the Richmond region. This individual will serve as a thought partner to the CEO and other organizational leaders in making sound financial decisions.

Reporting to the CEO, the Senior Director of Finance will supervise the Accounting Manager and oversee the day-to-day operation of the finance department, with responsibility for financial and administrative operations, annual budgeting, and reporting, including federal, state and local grant reporting, and ensuring the overall financial health of the YWCA Richmond.

This is an ideal opportunity for an innovative finance leader who is committed to advancing the vision and work of the YWCA.

Responsibilities include, but are not limited to:

### **Organizational Leadership**

- Serve on YWCA Richmond's leadership team, collaborating with the CEO and other organizational leaders to help drive the organization's mission, vision, strategy, and growth
- Build innovative systems and processes that facilitate financial transparency and enable collaboration and accountability at all levels of the organization
- Communicate and coordinate effectively with the Board of Directors and Finance Committee, ensuring all board members clearly understand the organization's financial health and sustainability

### **Financial Management**

- Lead organization-wide fiscal management, working with the CEO to maintain an environment of collective financial responsibility and accountability

- Oversee the timely and accurate development of budgets, financial reports, and models that will assist the CEO and organizational leaders in making informed program strategy, resource allocation, and growth decisions
- Manage day-to-day finance and accounting operations including general ledger, accounts payable and receivable, monthly credit card reconciliation, monthly and year-end close, payroll processing, and benefits payments
- Coordinate successful completion of annual audit (in collaboration with an external consultant), IRS filings, and other mandated reporting for YWCA entities; oversee annual external audits and ensure compliance with all local, state, and federal government regulations and applicable laws governing the organization's tax structure
- Oversee all grants management and accounting, including grant spend down, reconciliation, invoicing, and reimbursements; manage and monitor overall grant compliance
- In partnership with key leaders, develop program and project budgets for proposals and business plans; forecast spending and provide support to program management on financial decisions; and ensure compliance with contracting requirements
- Build and maintain relationships with external organizations including banks, investment counsel, auditors, tax professionals, and other third-party vendors as needed
- Understand and mitigate key elements of the organization's risk profile and safeguard organizational assets
- Supervise, coach, and support the Accounting Manager in accomplishing their goals

**CANDIDATE REQUIREMENTS:**

- Strong alignment with YWCA's mission and its commitment to embracing, embodying, and practicing diversity, equity, and inclusion
- 8+ years in progressively responsible financial roles, including accounting and management experience in dynamic nonprofit organizations; experience in managing a budget of at least \$5M with multiple funding streams
- Bachelor's degree required (accounting or finance preferred); CPA preferred, but not required
- Deep financial expertise, including financial modeling, budgeting and forecasting, and audit experience; experience with managing federal and/or state grants preferred
- Exceptional systems and process orientation and a track record of designing and implementing innovative system improvements
- Strong internal and external stakeholder management skills; experience working with nonprofit boards is a plus
- A highly collaborative and transparent leader who can balance being inclusive and decisive
- Meticulous with strong organizational skills and the ability to oversee multiple priorities

**COMPENSATION AND BENEFITS:**

The salary for this role begins at \$135K and YWCA Richmond offers a comprehensive benefits package. This includes medical, dental, and vision insurance (through YWCA USA), paid time off, paid parental leave, dependent care FSA, medical FSA, life insurance, and retirement match. All employees are fully vested in the YWCA USA retirement fund after two years of employment.

