Director of Operations and Finance

Link to Apply: http://www.greeneresources.com/positiondetails.aspx?position=18188&eid=00000000-0000-0000-0000-000000000E01

Or already registered with Greene? Sign in to apply!

Salary Description:

Minimum Salary: 50000.00

Maximum Salary: 70000.00

Job Description:
The Director of Operations and Finance is responsible for delivering results on a day-to-day basis to enable the CEO to successfully focus on the strategic, long-term challenges, and major opportunities facing the organization. The Director will lead the annual program of work by authoring the operating plan and creating the $2.4 million budget. The Budget Manager and the Office Manager will directly report to the Director of Operations. In addition, this position will directly supervise the $750,000 contract for the clean and safe ambassador program. The Operations Director will also be responsible for overseeing all of the contracts for the organization. A strategic and analytical leader who enjoys a fast pace and possesses a strong sense of urgency is a mandatory requirement. The ideal candidate should thrive in a competitive, performance driven culture that is aligned with the mission of downtown revitalization (for more about DRAs mission, See 2012 Annual Report: http://www.godowntownraleigh.com/_files/docs/annualreportlores.pdf. The candidate should have a proven track record at overcoming challenges, documenting achievements, and quantifying results. Qualifications

Job Responsibilities:

- Operations & Finance:
  - Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
  - Plan, coordinate, and execute the annual budget process.
  - Ensure the Alliance is adhering to the strategic plan, delivering status reports to the board.
  - Provide analytical support to Alliances internal management team including development of internal management reporting capabilities.
  - Improve administrative and operational accounting services such as treasury management, retirement plan, grants payment processing, payroll, accounts payable, and purchasing.
  - Manages the databases for the organization that supports its communications, research, and economic development initiatives.

- Leadership/Team Development:
  - Oversee, direct, and organize the work of the staff under their direct supervision.
  - Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
  - Ensure staff members receive timely and appropriate training and development.
  - Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
  - Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

- Strategy, Vision:
  - Advise the CEO and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
  - Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
• Contribute to the development of Alliances strategic goals and objectives as well as the overall management of the organization.
• Maintain continuous lines of communication, keeping the president informed of all critical issues.
• Represent the organization externally, as necessary, particularly in banking and lease negotiations.

Education Requirements:

• Business or Accounting degree, a masters in business administration with accounting background is preferred

Job Qualifications:

• Minimum of three years-experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
• Experience either as an employee or board member of a nonprofit organization
• Must be familiar with nonprofit finance and accounting regulations
• Proven track record of success facilitating progressive organizational change and development within a growing organization
• Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
• Strong mentoring, coaching experience to a team with diverse levels of expertise
• Entrepreneurial team player who can multitask
• Superior management skills; ability to influence and engage direct and indirect reports and peers
• Self-reliant, good problem solver, results oriented
• Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
• Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Alliances board of directors, and staff
• Ability to operate as an effective tactical as well as strategic thinker
• Passion for the Alliances mission of downtown revitalization.