



TRANSFORMING
LIVES THROUGH
JUSTICE

Partners for Women and Justice: Director of Administration and Finance

Post Date: November 7, 2023

Location: Bloomfield, NJ

Summary:

Partners passionately advocates for low-income survivors of domestic and sexual violence, helping them rebuild lives free from harm and fear. Our direct legal services, including legal representation, counsel, and advice focused on family court proceedings involving domestic violence restraining orders, sexual violence protection orders, child and spousal support, safe visitation, and custody. Partners engages in statewide cutting-edge advocacy to improve the legal system to ensure that all survivors, can find safety for themselves and their children.

Partners is committed to centering its work in equity to achieve justice and safety for survivors of domestic and sexual violence, especially those from historically excluded communities. We support survivors in their pursuit of justice. We aim to eliminate systemic racism, bias, and structural inequities in any form. We believe our highest purpose is creating equity and that change starts with us.

Salary Range and Benefits: \$90,000 to \$100,000

Generous health insurance, vacation and a 401(k) with match, are offered to employees.

Hybrid Office Model: Partners is operating with a hybrid model of work with employees coming to the office twice per week (Tuesdays and Thursdays) and working from home three days per week (Mondays, Wednesdays, and Fridays).

The Role of the Administration & Finance Director

Responsibilities of the Administration & Finance Director will include, but are not limited to:

Financial Management

- Manage and maintain financial records, entering and tracking transactions, reconciling monthly credit card statements and vendor payments
- Manage month-end close processes including bank reconciliations, expense allocations, and reclasses
- Act as liaison to Federal and State grant contacts for budgeting, monitoring, reporting and reconciling transactions
- Prepare financial reports including Income Statement, Balance Sheet, and Cash Flow on a regular reporting cycle
- Manage budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new programs/projects
- Develop annual revenue and expense projections
- Develop reports and communications vehicles for staff and board of trustees – providing regular financial updates and suggesting adjustments as needed with the appropriate stakeholders
- Manage, analyze, and report on grants and program budget, including meeting with the Development and Communications Team
- Ensure that management of grant funds is efficient and accurate: improving processes for developing grant budgets, salary allocations, grant budget/actuals, and management of restricted vs unrestricted funds
- Maintain schedule of all restricted funding to ensure proper restrictions/releases and estimates of rollover funding
- Monitor and maintain internal controls to ensure compliance
- Coordinates and supervises the annual audit with the external auditors and the Board Audit Committee
- Ensures all schedules are completed in time for the annual audit

Operations/Administration

- Serve as a strategic business partner to the Executive Director on the organization's financial, budgeting, and administrative processes – including HR, payroll, and benefits – with an eye to continuously developing and improving financial systems
- Oversee organizational compensation philosophy and periodic compensation and benefits study to inform appropriate salary adjustments
- Manage the relationship with our Managed IT Service Provider to support the ongoing IT and Administrative needs of the team

Human Resources

- Design, implement, and enforce equitable human resources policies and protocols that are consistent with Partners values, including compensation and benefits structure
- Provide strategic oversight and coordination in the areas of recruitment, hiring, and onboarding
- Provide strategic oversight and coordination in the areas of staff retention, evaluation, and professional development

The Administration & Finance Director will also work collaboratively with the Partners team to support the broader activities of the organization. This position reports directly to the Executive Director and will also work collaboratively with the Partners Leadership team and Board of Trustee Committees to support the broader activities of the organization.

Requirements of the Role:

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting
- 7+ years of experience in organizational operations and management, including significant experience in financial management;
- Knowledge of fiscal management and accounting in the nonprofit sector;
- Experience with financial forecasting and modeling;
- Experience with fund accounting software and/or QuickBooks specifically;
- Experience working with senior leadership team and board on strategy, planning and financial development;
- Knowledge of nonprofit administration;
- Ability to communicate complicated data through reporting and other requirements;
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies and guiding investments in people and systems; and
- Ability to collaborate with a diverse team; and
- Experience with and demonstrated commitment to diversity, equity, and inclusion.

Preferred, but not Required:

- MBA and/or experience in nonprofit management;
- Knowledge of Federal and State funded organization models;
- Experience with Single audits;
- Experience with consulting organizations; and
- Technologically savvy and comfortable working with a managed IT service provider.

Personal Characteristics

- Personal alignment with the values of Partners, which include diversity, equity, and inclusion - particularly intersectional racial equity;
- Great organizational skills and ability to identify inefficiencies and improve systems and processes;
- Energy to join an evolving and growing organization and contribute to a healthy, engaged culture; and
- Personal and/or professional experience resulting in deep passion for the nonprofit sector and the work of Partners



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Interested applicants should send a cover note and resume to: careers@partnersnj.org with the subject header “[Your Full Name] – Administration and Finance Director Application.” Applications will be accepted and reviewed through January 15, 2024 until a candidate is selected.