



JOB ANNOUNCEMENT

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Senior Director of Finance & Administration

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)(3) non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of Members of Congress, and state and local elected officials. The NALEO Educational Fund Board of Directors also includes members of the private sector. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Washington, D.C., Houston, New York City, and Orlando. It employs about 45 full-time staff with an annual budget of \$7 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

Reporting to the Executive Director, the Senior Director of Finance & Administration will be responsible for the oversight of all finance, human resources and operational functions of the organization. As part of the senior management team, the Senior Director of Finance & Administration's focus will be to enhance the internal organization processes and infrastructure that will allow the NALEO Educational Fund to continue to grow and fulfill its mission.

The Senior Director of Finance & Administration will supervise and work closely with the Director of Finance and the Director of Administration to manage and oversee all financial and business planning activities including direct and administer all financial plans, oversee business policies and accounting practices, review and analyze financial reports, support and advise the Executive Director in decision making, lead and support organizational budgeting process and prepare program budgets and reports; manage and oversee recruitment, hiring, and compensation, benefits administration and oversight, professional training and development, retention strategies, regulatory and legal compliance, risk management and legal activities including letters of agreement, contracts, leases, and other legal documents, business insurance and other certifications/licenses, information technology, and office management and administrative operations. The annual salary for this position is commensurate with qualifications and experience.

Responsibilities

- Maintain executive responsibility for financial operations, including working capital, capital expenditures, debt levels, taxes, budgets, and general accounting;
- Develop and direct financial plans to the strategic plan, organization growth, and market opportunities and direction;
- Establish and maintain stable cash flow management policies and procedures, and ensure cash resources are available for daily operations and business and product development;
- Set-up and/or oversee all financial and operational controls and plans to determine financial effectiveness;
- Direct financial audits, working with external auditors and Board Audit Committee;
- Manage outside lending and equity relationships, as well as relations with investors and shareholders within the investment community;
- Analyze current and future business operations and plans to determine financial effectiveness;
- Prepare and file federal, state, third-party, and other financial reports to ensure compliance with GAAP, SEC, and IRS and other taxing entity requirements;

- Evaluate, integrate, and manage the organization's financial, administrative, and human resource and IT functions;
- Oversee the development and implementation of training programs and retreats to expand the capacity of all staff;
- Ensure that recruiting and termination processes are consistent and streamlined;
- Establish and oversee a comprehensive program to educate staff regarding organizational tools, processes, policies and procedures;
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations.
- Partner with the Executive Director to represent the organization with external constituency groups, including community, governmental, and private organizations;
- Provide for all staff a strong day-to-day leadership presence; bridge national and regional operations and support an open-door policy among all staff;
- Instill a human capital developing and "coaching" culture with the organization, further developing human resources and administration including training, development, compensation and benefits, employee relations, performance evaluation and recruiting;
- Analyze the current technology infrastructure and plan/oversee the next level of information technology and financial systems that support the growth of specific programs and the organization overall.

Qualifications

This is an outstanding opportunity for a finance executive with operational experience and a proven track record of more than ten years of creative problem-solving management experience in the field. S/he will ideally have experience in a complex nonprofit that has multiple programs. Other qualifications include:

- Excellent qualities of integrity, credibility, and unwavering commitment to the organization; a proactive, hands-on strategic thinker who will own, in partnership with his/her team, the responsibility for the efficiency of the internal organization processes and infrastructure of the organization;
- Strong operational experience: S/he will have worked in a senior management role for 10+ years with progressive experience leading to at least five years experience in operational/administrative management;
- Minimum of a BA; CPA and/or MBA preferred;
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, legal, and operations;
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning;
- Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration;
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential;
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills;
- Strong mentoring, coaching experience to teams 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;
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively influence both strategic and tactical finance and administrative initiatives;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interact with senior management, board members, and staff;
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds;
- Supportive of the mission and non-partisan philosophy of the NALEO Educational Fund.

PLEASE SEND COVER LETTER, RESUME, AND SALARY HISTORY TO:

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NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, citizenship or authorized alien status, or veteran status.