

Director of Finance

Girls for Gender Equity

The Details

Location: Brooklyn, NY (hybrid)

Start Date: December, 2023

Salary Range: \$85,000-95,000+ Benefits

Reports To: COO

The Opportunity

GGE is seeking a **Director of Finance** to help lead the overall financial management of the organization. The Director of Finance will oversee financial operations to ensure fiscal responsibility and sustainability. The Director of Finance serves as an analytic partner for the Operations & Finance and Executive teams. This position involves strategic financial planning, budget management, financial reporting, compliance, and collaboration across teams. Our annual revenue is an estimated \$5,000,000 as of 2023.

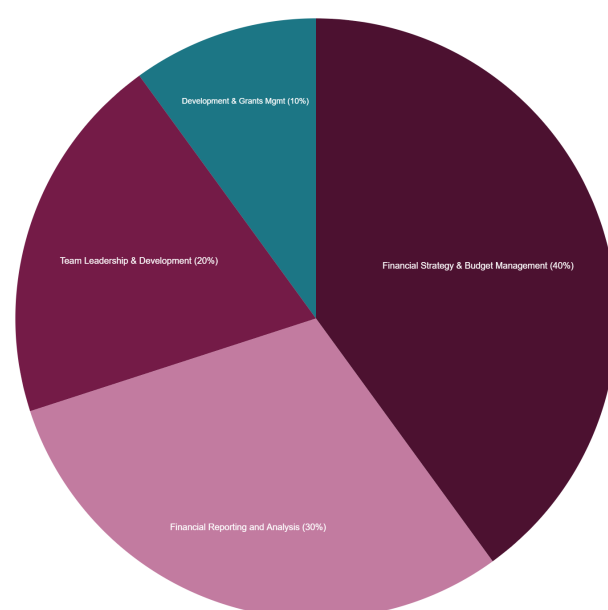
Your Day-to-Day

40% -Financial Strategy & Budget Management

- Manage GGE's cash flow, cost controls, and expenses to inform the development and implementation of financial strategies that align with GGE's mission and goals.
- Collaborate with the COO and the executive team to create long-term financial plans.
- Lead a collaborative annual budgeting process alongside GGE's Development Team, Operations & Finance Team, and external accounting firm; manage the monitoring budget goals and financial controls throughout the year.
- Flag budget variances and provide analysis to identify areas of concern or improvement, and propose suggested solutions.
- Offer tools and guidance to programmatic teams to ensure robust and accurate team budget management.
- Manage oversight of departmental budgets.

30% - Financial Reporting and Analysis

- Prepare regular financial statements and reports for internal teams and the Board of Directors.
- Ensure compliance with all local, state, and federal financial compliance requirements, as well as generally accepted best practices.
- Ensure GGE's compliance with nonprofit accounting standards and provide transparency in financial reporting.
- Coordinate and lead audits on a regular basis as required by regulations and law.



- Perform financial analysis and forecasting to identify trends, risks, and opportunities that support decision-making.
- Research and provide insights to the Executive Team on resource allocation and potential cost-saving measures.
- Collaborate with outsourced accounting firm.

20% -Team Leadership and Development

- Supervise and support the professional growth and development of finance staff, including weekly check-ins, ongoing training and coaching, and performance evaluation
- Delegate and oversee day-to-day fiscal functions, including documentation, payments, communication, and reporting
- Support finance staff with finance responsibilities and training related to finance systems and tools.
- Develop and implement training, and provide ongoing guidance for non-finance staff on fiscal tools, processes, and relevant regulatory requirements.

10% -Development and Grants Management

- Oversee the Development Team's grant financial management, including managing expense tracking, compliance with fiscal grant requirements, and reporting to funders
- Support the development of financial reports as needed for grant proposals, special projects/ proposals
- Assess cash flow management systems that ensure funds are available for programmatic needs; update, improve, or monitor as necessary
- Support the Chief Development and Communications Officer to generate regular reports and analyses that track the progress of fundraising efforts, the level of donor engagement, and emerging trends.

The Skills You'll Need

Success in the role of Director of Finance will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Substantial progressive experience (typically 7+ years) in financial management, investment, or related roles, preferably within nonprofit organizations.
- Understanding of risk management and compliance within the field and a strong knowledge of nonprofit accounting principles and regulations.
- High level of expertise in financial management software and tools, with a strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Advanced computer skills, including QuickBooks, Vic.ai, Monday, Divvy, Excel and GSuite, etc.
- Excellent communication skills, both written and verbal, with the ability to communicate financial information to non-financial stakeholders.
- Strong financial acumen and analytical skills, capable of interpreting complex financial data and making strategic recommendations
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once.
- Demonstrated leadership experience, including team management and cross-functional collaboration.
- Innovative mindset with the ability to anticipate challenges and capitalize on emerging

opportunities.

- High ethical standards, accountability, and demonstrated integrity in handling confidential and sensitive financial information
- (Desired but not required): Lived experience with school pushout, the criminal legal system, navigating gender, gender-identity, and/or racial equity issues.

The People

This role will report to the COO. The Director of Finance will supervise the Accountant and Finance Development Manager.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization that works through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-centered programming, and shifting dominant narratives.

GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color. We ultimately believe in and work toward a world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

Benefits & Culture at Girls for Gender Equity

In addition to a competitive salary, impactful work, and a great team, Girls for Gender Equity provides comprehensive perks and benefits. A brief overview:

Healthcare Coverage

- Org-sponsored medical, dental, and vision insurance (with plans available at no cost to the employee).
- We offer FSAs and HSAs with monthly contributions from the organization for eligible health plans.

Vacation and Paid Time Off (PTO)

- All full-time employees receive:
 - 12 paid holidays
 - Generous vacation & personal paid time off, increasing with tenure
 - Paid sick, bereavement, and parental leaves
 - Weekly time off to focus on wellness
 - ~16 additional paid days/year during annual office closures

Retirement and Other Benefits

- 401(k) plan with a safe harbor 5% match
- Life insurance, disability insurance, and more

Selected Perks and Culture

- Employees receive support to pursue training, coaching, public engagements, and professional licensing.
- GGE prides itself on being a workplace where employees bring their full selves to work. We regularly work to ensure that our core values are part of our workplace practice and way of being. We foster generative learning & reflection.
- GGE's current work model is a 10am-6pm work day with hybrid flexibility.

The Next Steps

If you are interested in this role, please send a cover letter and resume via our [JazzHR application portal](#). Applications will be reviewed on a rolling basis, with a preferred start date of December 2023

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.