



**Associate Executive Director for Operations and Finance**

<b>Position Title:</b> Associate Executive Director for Operations and Finance (AEDOF)	<b>Supervisor:</b> Executive Director
<b>Department:</b> Administrative	<b>Full or Part Time:</b> Full Time
<b>FLSA Status:</b> Exempt	<b>Salary Grade:</b> \$84,000 - \$88,000
<b>Ufr Code:</b>	<b>Revision Date:</b> November, 2022

<b>Position Summary</b>
<p>The AEDOF oversees all general administration, finance, facilities, human resources, and general compliance functions in accordance with the agency’s strategic plans, contractual obligations, and legal requirements. The AEDOF assumes responsibility for major organizational needs including facilities management, technology, and financial system. Working closely and overseeing the work of an outsourcing partner in the area of finance, the AEDOF coordinates financial compliance, the annual audit, budget development and monitoring. The AEDOF participates as a member of the Leadership Team to formulate and implement policies and plans to meet the organization’s short and long term objectives and may assume responsibility for the organization in the absence of the Executive Director. The AEDOF serves as a resource for the approximately 5-member in areas of finance and development systems, HR practices, and policies and protocols that support the agency’s mission and meet best practice standards.</p>
<b>Essential Functions</b>
<p><i>Agency Leadership</i></p> <ul style="list-style-type: none"> <li>• Ensures administrative and finance activities and systems comply with contracts and the agency’s strategic plan.</li> <li>• Supervises finance, administrative, and human resources staff.</li> <li>• Implements initiatives and systems through a social justice lens.</li> <li>• Supports the Executive Director through activities that promote a compelling vision for organizational infrastructure.</li> <li>• Serves as a resource for the entire Leadership Team in areas of finance, administrative systems, and contract compliance.</li> <li>• Oversees contractors and systems that support operations and finance.</li> <li>• Support the work of Board of Directors, and serve as staff support to Finance Committee.</li> </ul> <p><i>Emerging Systems</i></p> <ul style="list-style-type: none"> <li>• Oversees the development, implementation, and evaluation of administrative systems in keeping with the organization’s strategic plan and emerging issues.</li> <li>• Assess capacity of administrative functions and recommends ways to increase efficiency, accuracy, and ease of use.</li> </ul>

- Oversee and contribute to grant requests for proposals including budgets, financial systems, and invoice reporting and tracking.
- Oversee and ensure compliance with insurance policies including Workers Compensation, Unemployment, Property and Casualty, Vehicle, Board and Officers, and other policies and riders that may be required or recommended.

#### *Financial Data and Analysis*

- Manages the agency budget development process working closely with all managers to assure congruence between department objectives and associated expenses and revenue.
- Oversee internal system for budget monitoring in close collaboration with department managers and the Finance Committee of the Board of Directors.
- Provide regular analysis and recommendations to Executive Director and Finance Committee on finance trends, cash flow management, short and long term planning, and risk management.
- Assures staff compliance and training with data collection systems through orientation, training, support and monitoring.

#### *Government Contracts*

- Manages and monitors compliance with government contracts and leads ongoing efforts to assign and track representation in funder meetings and initiatives, tracking and responding to reporting requirements, managing renewals and initiating new funding sources.
- Work with Executive Director and financial, development, and program staff to respond to RFPs, renewals, and reporting requirements for existing and potential funders.

#### *Human Resources*

- Through the implementation and development of policies and practices, assures that Safe Passage exemplifies an employee-centered and social justice oriented perspective toward human resources.
- Oversees needs assessments and implementation of programs for staff orientation and development with respect to the organization's mission, social justice orientation, and content and skills related to DV.

#### *Program Support*

- Provides guidance and research toward development of program policies, protocols, guidelines, and materials.
- Establishes and maintains system to support staff in utilizing platforms and tools related to human resources, tech platforms, and use of the network server and google suite.

*In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:*

- Demonstrate commitment to Safe Passage's mission and principles of diversity, inclusion, and empowerment.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

#### **Work Hours and Schedule**

35 hours per week, Monday through Friday 9am to 5pm, with some required flexibility for evening, overnight, and weekend needs.

The AEDOF participates, with other management level staff, in a rotation to provide off-hours critical incident back-up, and on-site Daily Manager roles.

#### **Hiring Requirements**

##### **Education:**

- Master’s degree in Non-Profit Management, Business, Social Work, Public Health, Education, or related field.
- Bachelor’s degree and/or equivalent life and work experience considered.

##### **Years of Experience:**

- Minimum five years of experience in nonprofit management and leadership

##### **Knowledge, Skills & Abilities:**

- Experience in funder relations, with preferred experience with state and federal funders of sexual and domestic violence initiatives.
- Commitment to and articulation of a social justice perspective and how that is manifest through the work of operations and finance.
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with staff, vendors, government partners, and organizational partners.
- Superior skills across the following areas: leadership, management, program development, verbal and written communication, community collaboration, organizational culture change, and staff collaboration

#### **Tools & Technology**

Tools & Technology Requirements for all staff: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic databases, and cloud-storage programs.

In addition, this position requires

- Familiarity with electronic data collection, payroll and online funder platforms.
- Proficiency with Microsoft office and Google Suite, including back-end Administrative functions.
- Proficiency in technology systems including back-end administration, system specifications, and maintaining inventory and replacement rotation.
- Demonstrated skills in supporting the workforce in a hybrid remote/in-person environment.
- Experience using and supporting staff in project management platforms and Excel.

**Additional Responsibilities:**

- Ensure that each employee is a valued member of the community by promoting physical and social integration and economic opportunity through ongoing staff development and motivation.
- Maintain strict confidentiality regarding client, staff and agency information.

**About Safe Passage**

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

**Our Mission**

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families.  
We engage our community.  
We advocate for systemic change.

**Benefits**

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.

Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.

**Application Instructions**

**To apply:** Send **resume and cover letter** with the subject "Associate ED for Operations and Finance" to [spjobs@safepass.org](mailto:spjobs@safepass.org).

**Application deadline is January 4, 2022.**

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.

For more information about Safe Passage and domestic violence, visit our website at [www.safepass.org](http://www.safepass.org)