



## Neighborhood Partnerships

Operations & Finance Director

Posted: 3/18/ 2024

**Title:** Operations & Finance Director

**Status:** Full time Exempt, 40 hours per week

**Compensation:** \$40.87 - \$43.27 per hour / \$85,000 - \$90,000 per year

**Benefits:** Employer-paid health, vision, and dental insurance; life and long-term disability insurance; 401K employer contributions; generous paid vacation (2 weeks first year), sick leave (3 weeks), and holidays (9 holidays & 2 personal choice days); phone, internet, cell phone, and hybrid work stipends.

**Supervisory responsibilities:** This position supervises the Finance Manager, IDA Fiscal Manager, and the Operations Coordinator.

**Union representation:** This position will supervise represented staff but is not represented by the union. As a member of management, the Operations & Finance Director will participate in bargaining and contract management, providing input on effective labor relations and determining the fiscal impact of economic proposals.

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### Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Vision and Mission Summary](#).

### About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; and the Oregon Economic Justice Roundtable (OEJR), which convenes a shared table of advocates, nonprofits, and funders to advance action for racial and sustained economic justice. We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

### About this position

NP's Operations & Finance Director guides our operations, human resources, and financial management. A key role of this position is monitoring and maintaining compliance and managing risk. The position requires strategic thinking and a deep appreciation for effective systems and processes that build the infrastructure and plans needed to meet organizational goals. The Operations & Finance Director approaches day-to-day team needs with a strong sense of organization, effectiveness, and grace.

The Operations & Finance Director is a member of NP's Leadership Council, which is being created in the Spring of 2024. The Leadership Council is made up of five members, representing each of NP's programs, along with the Organizational Director. The intention of the Leadership Council is to share power and decision-making in a collective space so that NP is practicing its vision of equitable and liberating practices. *At the time of this position recruitment, the scope of the Leadership Council is forming. This will require the Operations & Finance Director to approach it with openness, a collaborative spirit, and a willingness to try things in new ways.*

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### Responsibilities & Essential Job Functions

**Operations Oversight (45%):** Ensure NP has the organizational infrastructure, systems, processes, and resources needed to achieve NP's mission.

- Supervise NP's Operations Coordinator to ensure smooth and supported operations related to technology, facilities, and office management.
- Oversee and monitor information, data, and administrative systems to ensure alignment with NP's values and programmatic and development needs.
- Oversee matters relating to facilities, major equipment acquisition and maintenance, and office lease agreements.
- Manage employee benefits, including working with the Employee Benefits Committee, our insurance broker, and NP supervisors to ensure that staff access what is available to them.
- Perform fiduciary agent duties for NP's retirement plan, including required reporting and ERISA compliance.
- Establish high quality working environments for all staff through the lens of operational effectiveness, staff well-being, and organizational cohesiveness.
- Secure and maintain appropriate insurance for NP and ensure compliance with all risk management policies and practices.
- Update and maintain corporate documents, including the maintenance of historical fiscal documentation.

**Financial Management (30%):** Work collaboratively with NP staff and contractors to ensure the maintenance of our fiscal health and ability to grow towards our vision and strategic plan.

- Supervise the Finance Manager and IDA Fiscal Manager to support their ability to manage NP's and the Oregon IDA Initiative's accounting systems in compliance with GAAP, FASB, and applicable governmental accounting requirements.
- Act as NP Account owner/administrator for NP's various bank and investment accounts, including approving ACH payments and transfers.
- In collaboration with the Organizational Director and Leadership Council, support the creation of NP's organizational budget and financial forecasting in service to NP's goals and strategic plan.
- Act as point of contact for NP's contracted fiscal support.
- Act as point of contact for NP's auditors, facilitating the annual audit process with the Finance Team.
- Ensure compliance with NP's Financial Policies including internal controls and risk management.
- Staff Board Finance Committee and answer questions about financial reports and fiscal standing.



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**Human Resources and Workplace Culture (15%):** Link NP's values, culture, and legal obligations to create and sustain staff satisfaction, strong organizational culture, and legal compliance.

- Lead the logistics related to staff recruitment, hiring, and performance evaluation in collaboration with the Leadership Council.
- Monitor staff morale and facilitate team building and staff development activities in a hybrid work environment.
- Oversee personnel and HR matters, in collaboration with contracted HR firm.
- Oversee and maintain an effective onboarding process to support supervisors of new employees.
- Ensure compliance with employment law and employee handbook and develop and implement HR policies and procedures. This includes aligning these structures with organizational values, goals, and long-term sustainability needs.
- Stay up to date on changing legal requirements and updates in the field.

*All staff are required to participate in the following:*

### **Organizational Responsibilities (10%)**

- Equity work
  - Support anti-racist work.
  - Support ongoing work to integrate equity perspectives and structures into all aspects of organizational operations, planning, and work. This includes participation in the Equity Team and equity subcommittees on a regular basis.
  - Contribute to the development of and hold yourself and others accountable to the NP equity plan.
  - Engage with the organizational Agreements of NP
    - Stay engaged.
    - Speak your truth responsibly.
    - Listen to understand.
    - Be willing to do things differently and experience discomfort.
    - Expect and accept non-closure.
    - Confidentiality.
- Participate in the planning and operation of NP's RE: Conference, including planning of sessions, allocation of scholarship funding,
- Participate in and take turns in needed support roles for staff meetings, all staff retreats, board communication, community building and supporting practices. This may include facilitation, research, writing, reporting, and supporting the building and maintenance of an inclusive workplace environment and culture.
- Support the recruitment, interviewing, hiring, and onboarding of new NP employees.
- Provide feedback for other NP employees through the 360 annual evaluation process.
- Help advance the mission of the organization by promoting and advocating for our work when appropriate.



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### Core Competencies

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. The ideal candidate will:*

- 5+ years of nonprofit accounting and fiscal management experience such as budget development, grant management, and forecasting; working knowledge of Generally Accepted Accounting Principles.
- 3+ years of supervisory experience.
- Demonstrated progressive role in supervisory and management experience related to nonprofit governance.
- QuickBooks experience and proficiency in monthly close processes.
- Skills to navigate complex programs, manage competing priorities, support accountability, and see projects to successful completion.
- Practiced capability to handle confidential information with the utmost attention to detail, privacy, and compliance.
- Proficiency in Microsoft Office, including SharePoint, with intermediate to advanced skill level in Excel.
- Outstanding interpersonal skills with a demonstrated ability to work closely and effectively with people from different racial, cultural, and class backgrounds and across generations.
- Strong written and verbal communication skills, including experience with meeting facilitation. Comfortable in front-facing situations, both internally and externally.
- Collaborative nature with a high capacity for working effectively in a team setting, as well as the ability to self-motivate and self-direct.
- Demonstrated experience with rules, regulations, and compliance regarding Human Resources management.
- Deep knowledge of multiple organizational principles and functions - including finance, employee professional development, contract management, property and vendor management, and regulatory compliance.

### Desired Competencies

- Experience with state contracting.
- Familiarity and experience with Individual Development Accounts. Experience with investment management.
- Experience with union bargaining process and labor relations.
- Familiarity with business management software (ex. CRM) and using it to identify performance metrics.



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### Application Instructions

This position is open until filled. We will begin reviewing resumes on April 18, 2024. Please submit your resume and cover letter through [this form](#). In your cover letter, please respond to the following questions:

1. Describe your experience and proficiency in leading and overseeing nonprofit finances and financial systems. Please describe your experience with QuickBooks.
2. Neighborhood Partnerships has a commitment to building a more equitable Oregon. What does racial equity mean to you?
3. As a leader, how do you facilitate a work culture of belonging and inclusion?

### Other information

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location:** This position is based in Portland, but staff currently work full-time from home. NP provides supplies and resources to accommodate home office needs. NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration.
- **Residency:** This position is **required to live in Oregon or Southwest Washington by their start date**. Support for relocation costs may be included in an offer for candidates who live out-of-state.
- **Travel:** This position will include some local and in-state travel. Out-of-state travel possible for conferences and trainings.
- **Schedule:** This position is based on 40 hours per week. NP offers some flexibility for how those hours are scheduled. This position may require working overtime, on some occasions in the form of long days or overnight travel, depending on business demands. Staff must have the ability to provide flexibility in this area, provided they are given plenty of advance notice for when these hours will occur.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and occasionally meeting in various locations throughout the state of Oregon.
- **Accommodation:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to the safety or health of self or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.*