



Director of Finance and Administration (Full-Time, Exempt)

Bring your leadership talent and creative energy to the financial and administrative side of this basic needs organization. Join our team as the Director of Finance and Administration! You will not only have your finger on the pulse of the financials that keep our doors open, you will be part of a leadership team guiding the work. In this multi-tasking role, be the holder of the keys, and manager of all the doors they open, as the facilities guru for our space and our entire building (tenants included). Support the resources that get the work done (the humans) by managing all human resources plans and tasks. Thrive on having all the behind-the-scenes pieces in place for our team to get their jobs done serving our clients with respect and dignity.

We Have:

- An organization that is an innovator and one of the leaders in the food shelf sector in Minnesota, with initiatives like SuperShelf.
- A small but mighty staff with a lot of heart, energy, and brain power. We work together, doing so much more than we could individually.
- Great opportunities for continuing your own professional development throughout the year.
- Health insurance, retirement (with a match!), short-term disability and PTO time.
- A flexible work environment.
- Cake (for your birthday).

You Have:

- A desire to join an organization that is continually learning and adapting to support our clients, and an ability to support those efforts through sound financial and administrative direction.
- Strong interest in being part of a leadership team moving our strategic plan into concrete actions. You help shape the basic needs sector through partnerships and collaborations, understanding Valley Outreach's place in the metro. And you love sharing our story, values and philosophy with others.
- Not just an interest, but a joy in the numbers. You can see the story that the monthly financials tell, and share those details with the leadership team, staff, and board as needed.
- Capacity, based on your experience and knowledge of financials, to build robust, multi-year budgets in support of organizational development and success.
- Reliability and consistency as a multi-tasking leader. You enjoy managing the daily responsibilities (paying bills, running payroll, collecting rent, ensuring all tech is running properly) while also managing the organization's resources as a whole. You can easily oversee multiple ongoing projects.
- The confidence, and skills, to tackle whatever might need your support during the day and the ability to shift gears effortlessly and with good humor. This role is not boring!



Director of Finance and Administration Job

The Director of Finance and Administration is a key leadership position at Valley Outreach that manages agency resources in support of our mission including finances, facilities, human resources, and information technology. Work closely with the Chief Executive Officer and leadership team on strategy and implementation, as well as direct operational tasks included, but not limited to:

FINANCES (45%)

- Create the annual budget in conjunction with committee and staff input, including program budgets which are presented to the Finance Subcommittee and the full board.
 - Inform revenue goals in conjunction with the development team.
 - Estimate and analyze expenses for current year projections and budgets.
- Bookkeeping, including paying all bills, accounts payable and receivables, and running payroll (including taxes and reporting).
- Prepare monthly, quarterly and annual reports, highlighting off-budget items to ensure board understanding and involvement. Process all calendar year-end federal and state reporting (Forms W-2, W-3, 1099, 1096).
- Support social enterprise model and external projects with financial modeling, budgeting, forecasting and goal setting.
- Prepare materials for annual audit, primary liaison to audit firm.
- In partnership with the development team, support giving platforms and donor activities such as mailings, communications and events.
- Prepare grant financial reports and occasionally participate in funder site visits.

ADMINISTRATION & FACILITY MANAGEMENT (20%)

- Annual review and renewal of insurance for the agency, Board of Directors, and building.
- Manage the organization's internal facility needs (contractors, vendors, maintenance, repairs, long-term facility improvement plan).
- Manage the building as a whole, including annual budgeting, maintenance, contractors, tenant relations, invoicing, CAM reconciliation, and insurance.

ORGANIZATIONAL LEADERSHIP (15%)

- One of three director-level roles that, along with the CEO, make up the staff leadership team. Effectively intersect with the Board of Directors at ongoing meetings with either the whole board or board leadership.
- In collaboration with staff and board, support the successful execution of the strategic plan.
- Foster decision-making using Valley Outreach's mission, vision and theory of change as guides.

HUMAN RESOURCES (10%)

- Manage all HR functions including recruiting, hiring, onboarding, retention and payroll.
- Oversight and management of administrative staff.
- With support from outside insurance representatives, oversee all benefits administration.

INFORMATION TECHNOLOGY (10%)

- Manage, plan, and budget for all technology needs.
- Work with paid technology consultants on monthly maintenance, troubleshooting, hardware and software upgrades.

**Qualifications and Experience**

- Minimum of 5 years experience managing nonprofit finances and administrative functions.
- Bachelor's degree, or Associate's degree, preferred.
- Direct experience with bookkeeping and Quickbooks required.
- Exceptional relationship, communication (written and oral), planning and organizational skills.
- Ability to professionally and calmly multi-task in a fast-paced and changing environment.
- Strong understanding of working with individuals of differing ages, races, and socio-economic backgrounds.
- Ability and commitment to working closely and effectively as part of a team.

Work Hours

Monday – Friday, business hours. Flexibility to accommodate occasional evening and weekend hours when required.

Competitive salary and benefits based on qualifications. To apply, send cover letter and resume to jobs@valleyoutreachmn.org.

Salary Range: \$60,000-65,000, dependent on experience and qualifications.

Rolling interviews; open until filled.

About Valley Outreach

Valley Outreach's mission: We help people move their lives forward through basic needs services and personalized support.

Founded in 1983, Valley Outreach is the only non-profit in the area that provides clients with a range of support - whether they need food, clothing, or help navigating resources during challenging times. We've learned a lot over the years, but nothing more important than this: everybody needs help. And as long as there's need, Valley Outreach will be here, taking care of our community and making us all a little healthier, stronger and more stable.