

Senior Director of Finance and Operations

Organization Overview:

Leadership Enterprise for a Diverse America (LEDA) empowers a community of exceptional young leaders from under-resourced backgrounds by supporting their higher education and professional success in order to create a more inclusive and equitable country. LEDA believes that selective colleges are not only a gateway to opportunity, but a nexus for the development of leadership in every field. By helping talented students from under-resourced backgrounds access these institutions and providing them with the tools necessary to succeed, LEDA seeks to ensure that this country's leadership is truly reflective of its citizenry. LEDA's vision is to build an inclusive and equitable America where leadership reflects, celebrates, and supports diverse perspectives.

About the Position:

LEDA is seeking an exceptional candidate to join its dynamic and high-functioning organization at a critical stage in its 15-year history. Reporting to the Executive Director (ED), the Senior Director of Finance and Operations will oversee all aspects of the organization's operations including financial systems and budgeting, compliance and governance, information technology, human resources, facilities, and logistics and administration. The ideal candidate will be a collaborative leader, with fierce dedication to LEDA's mission. They will have extensive experience in nonprofit financial management, operations, familiarity with nonprofit governance and legal compliance, a track record in developing and implementing human resource policies that foster an inclusive culture, and keen expertise leveraging technology platforms to facilitate operational efficiencies.

The Senior Director will be a member of LEDA's senior leadership team, collaborating with a team of other Senior Directors to set priorities, facilitate long-term planning, and guide the organization to achieve its mission. They will serve as a thought partner to the ED as the organization implements new growth initiatives and will ensure maximum operational effectiveness and efficiencies so that LEDA may operate at its best. They will ensure that each component of LEDA's operational and administrative structures is implemented in alignment with LEDA's core values of Excellence, Integrity, Compassion and Community.

Key Responsibilities:

Operations, Administration and Compliance

- Guide and oversee organizational systems, including technology, infrastructure development, and office operations
- Supervise Operations Manager and manage outside vendors
- Manage leases, purchases, and billing
- Represent the organization externally in auditing, banking, lease negotiations, and other critical financial matters
- Oversee risk management and legal activities including letters of agreement and contracts, commercial insurance coverage, etc.
- Ensure compliance with organizational governance policies, as well as applicable state and federal laws
- Implement, maintain and update organizational manuals and policies (i.e. personnel manual, travel and expense policies, document retention policies, etc.) in coordination with the Executive Director and the Board of Directors
- Oversee the administration of LEDA's 401(k) plan and compliance with all relevant IRS regulations
- Manage facilities for LEDA headquarters and other temporary worksites such as Summer Institute and Career Institute
- Lead logistics and administration for program events, conferences, and other activities

Financial Management

- Plan, coordinate, and execute the annual budget process in a collaboration with LEDA's executive director, accountant, staff, and Board of Directors
- Ensure that the organization's financial systems and reports are accurate, useful, supportive of strategic decision-making, and issued in a timely manner
- Oversee systems of internal controls, accounting standards, procedures, reporting tools, financial planning, petty cash and credit card reporting, and cash flow management
- Coordinate financial management systems with LEDA's outside accountant
- Oversee the application and usage of LEDA's financial management technology platforms including QuickBooks, CashPro and TriNet Expense
- Manage LEDA's annual audit
- Serve as the primary liaison with the Treasurer of the Board of Directors
- Coordinate and support activities of the Audit and Finance Committees of the Board of Directors
- Ensure staff members receive timely and appropriate training and development in Finance & Operations processes essential to their roles
- Manage the integration and intersection of grants management, fundraising, and financial management

Information Technology

- Manage the engagement with LEDA's external information technology vendor
- Assess and implement information technology upgrades as needed
- Ensure the maintenance of appropriate technology systems and infrastructure in order to ensure effective and efficient operations (computer hardware, file storage, email, and website)

Human Resources

- Serve as LEDA's liaison with LEDA's Professional Employment Organization (PEO) on payroll, compliance, benefits administration and personnel policies
- Manage hiring processes, onboarding, staff development, and staff departures
- Develop, implement, and maintain human resources policies and procedures that facilitate a culture of inclusivity in alignment with LEDA's core values
- Serve as the primary liaison with the Compensation Committee of the Board of Directors and support all committee activities
- Draft job descriptions and oversee onboarding
- Develop, update, and oversee LEDA's annual performance review process
- Oversee the development and revisions of LEDA's Human Resources Manual

Qualifications

Skills and Experience

- Bachelor's degree required; Graduate degree in Finance, Accounting, Business, Nonprofit Management, Public Administration or relevant field of study preferred
- 7+ years of progressive organizational management experience with a preferred focus on nonprofit operations and administration
- Extensive experience with nonprofit accounting, grants management, and financial administration
- Demonstrated business acumen that shows an ability to identify and anticipate the needs of a growing organization
- Track record in developing and cultivating effective and collaborative vendor relationships
- Experience in creating organizational processes and policies
- Excellent project management, analytical, abstract reasoning, problem solving, and organizational skills
- Understanding of best practices in information systems to help an organization become more efficient
- Experience with personnel management, including hiring, supervision, and team development with demonstrated ability to share skills and knowledge with others
- Demonstrated experience development and implementing outcome-driven data management systems
- Extensive expertise in nonprofit management, compliance, and governance

Leadership and Personal Attributes

- Experience working in a high-growth, entrepreneurial environment
- Exceptional interpersonal, written, oral, and presentation skills and the ability to effectively interface with senior management, and all team members
- High level of discretion involving financial and personnel matters
- Multi-tasker who is able to juggle multiple complex and competing organizational priorities and timelines and meet all deadlines
- Can-do attitude and willingness to go the extra mile in service of LEDA's mission
- Unwavering commitment to executing with excellence
- Strong change management, assessment, planning and execution skills; an ability to diagnose problems and offer and implement proactive solutions while being professional and objective.
- Strong thought partner who is able to implement a strategic vision into an operational model
- Positive outlook and willingness to think "out of the box"
- Demonstrated commitment to supporting leadership development and education programs for underrepresented youth

Compensation:

This is a full-time position. The salary will be in the \$90,000+ range and commensurate with experience. LEDA offers medical and dental insurance, a 401(k) retirement plan, TransitChek, at least three weeks paid vacation, and paid sick leave.

Work Environment:

LEDA offers a flexible, collegial work environment that welcomes new ideas and innovation. We are proud to be an equal opportunity employer.

To Apply:

To be considered for this opportunity, please send an email with a cover letter, résumé, and salary requirements to employment@ledascholars.org with "Senior Director of Finance and Operations" in the subject line. Employment for this position is contingent upon consent to and successful completion of a lawful pre-employment background check, which may include reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to LEDA. Background check information will be obtained and used in a confidential, non-discriminatory manner consistent with state and federal law.

