

## **Cranaleith Spiritual Center**

### **Job Opening – Director of Finance and Operations – Full Time Position**

Gaelic for “sanctuary of trees,” Cranaleith is a nonprofit 501(c)3 organization that offers serene and rejuvenating space to those who wish to reflect on what matters deeply in their lives, renew their spirit for life and work, or restore themselves from life’s traumas. Individuals and groups are invited to participate in retreats and other programs offered in a spirit-rekindling environment of well-being, respect, and harmony.

#### **Director of Finance and Operations**

The Director of Finance and Operations will be a strategic member of the administration and report to the Executive Director. The Director of Finance and Operations is responsible for managing the financial and physical resources of Cranaleith. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT. The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Cranaleith continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

#### **Duties and Responsibilities**

The Director of Finance and Operations will:

- Participate in the development of strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Executive Director and the Board of Directors in meeting fiduciary responsibilities.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback.
- Model and foster high ethical standards, integrity, and respect for colleagues and community members.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.

#### **Financial Management**

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee business functions, including billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Administer the annual budget and multi-year forecasting process to align with Cranaleith’s goals and mission and maintain account records related to the budget.
- Provide financial reports to leadership and the board; analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization’s financial status.
- Manage organizational cash flow and forecasting.

- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Executive Director and Board of Directors.

#### Human Resources, Technology and Physical Plant (maintenance, grounds, kitchen)

- Further develop Cranaleith's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent; oversee the maintenance of the buildings, grounds, kitchen, and equipment.

#### Qualifications

- Bachelor's degree, (accounting or finance preferred)
- Three to five years of experience in finance/accounting, preferably in a nonprofit setting - experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resource function previously.
- Demonstrated leadership qualities (organizing people and processes) - ability to work collaboratively with colleagues, coworkers, and other community members.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization, detailed oriented work style and problem-solving skills which support and enable sound decision making; excellent oral and written communication skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment; personal qualities of integrity, credibility, and dedication to the mission of Cranaleith – high ethical and moral standards
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software: Office 365 , QuickBooks, Databases.

Please email in one PDF document a cover letter, resume, and three professional references with contact information to the email address below. Position will remain open until filled; only fully completed applications will be considered.

#### **No phone calls please.**

Via email, please send all materials in one PDF document to:

Deborah Kost

Executive Director

dkost@cranaleith.org