

Peace Development Fund

Director of Administration and Finance

GENERAL RESPONSIBILITIES

The Director of Administration & Finance will be a strategic thought-partner and team leader, reporting to the Executive Director, working **at the PDF Center for Peace and Justice** in Amherst, MA. The successful candidate will be a leader committed to social justice, who will support the following areas: finance, business planning and budgeting, human resources, administration, and IT. The Director of Administration & Finance will play a critical role working with PDF staff and Board of Directors in strategic decision making and operations.

The Director of Administration & Finance (DAF) will oversee financial and administrative activity for PDF, ensuring transparent functioning of all administrative and financial processes, including accounting and budgets, employee salaries and benefits, and other internal processes.

The Director of Administration & Finance must have exceptional communication skills, both verbal and written, as well as strong management, accounting and organizational skills. This is an opportunity for a finance and operations leader to strengthen the internal capacity of a leading public foundation dedicated to peace and social justice.

ABOUT THE PEACE DEVELOPMENT FUND

The Peace Development Fund (PDF) is a public foundation, founded in Amherst, MA in 1981 with a vision of funding peace and social justice. PDF believes that lasting change will be achieved by well informed and empowered people working from the bottom up.

PDF regards peace as not just the absence of war or militarism, but as the presence of equitable relationships among people, nations and the environment. This understanding of peace has allowed PDF to bring a social, environmental and economic justice perspective to its work.

PDF staff has years of experience in both philanthropy and as activists and organizers, including dynamic young people committed to PDF's mission and vision. The majority of our staff work out of our headquarters in Amherst, with a smaller office in San Francisco.

The Peace Development Fund Board of Directors come from across the country, reflecting the communities we serve. They are activists, leaders, organizers and academics. The board, staff, donors and program partners ground PDF in our communities. **We look forward to welcoming the newest member of our team as Director of Administration and Finance.**

SPECIFIC RESPONSIBILITIES

1) Financial Management:

- Develop, refine, and manage accounting systems and internal control of those systems

- Coordinate and lead the annual audit process, work with external auditors and the Finance Committee of the Board of Directors
- Oversee and lead annual budgeting and financial planning processes in conjunction with the Executive Director and the Board of Directors; manage and monitor all financial plans and budgets; report to board and inform staff regarding PDF's financial health
- Manage cash flow and financial forecasting to ensure organizational financial stability
- Direct fundraising forecasts, expense budgets and accounting analyses as needed
- Implement and enhance contract and financial management and reporting systems
- Direct management of budget relative to human resources
- Prepares or directs the preparation of financial statements and reports
- Supervise the contract bookkeeper and accounting processes utilizing QuickBooks
- Update and implement all necessary business, banking and accounting policies, procedures and practices; assure implementation of policy and procedure manual

2) Administration:

- **Grant Administration**
 - Oversee grant administration for the foundation
 - Ensure best practices for grant administration
 - Manage grant disbursements, reporting and compliance
 - Oversee financial administration of Fiscal Sponsorship and Donor Advised Fund Programs and grants
 - Oversee management of grants database (Blackbaud Grantmaking)
- **Office and building management**
 - Oversee administrative functions and physical facilities to ensure efficient and consistent operations, producing reports, correspondence and contracts
 - Manage hardware and software equipment procurement, use, and replacement of PDF's physical infrastructure and technology, working with vendors and contractors

3) Personnel & Human Resources:

- Manage PDF's Human Resources responsibilities and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting
- Manage most hiring processes, monitor and implement policies and procedures
- Act as staff liaison to Executive Director as needed
- Manage and support staff in accomplishing programmatic and operating goals, their own professional development and comprehensive skills training programs

4) Board Responsibilities:

- Lead staff person on the Board Finance Committee
- Attend board meetings as scheduled
- Prepare needed financial reports and documentation for board meetings

5) Other

- Lead, attend and participate in staff meetings, retreats and trainings
- Be willing to travel as needed for the aforementioned
- Collaborate with other staff as needed to fulfill PDF's programmatic work

Qualifications

Required

- Minimum 10 years of professional experience; five-plus years of financial and operations management experience
- Experience holding lead responsibility for the quality and content of all financial data, reporting and audit coordination for a division, significant program area or whole entity
- Experience managing a human-resources function
- Ability to communicate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues
- Experience overseeing technology systems including software installation and managing relationships with vendors; knowledge of accounting, donor and grants software
- Commitment to continuation training programs that maximize individual and organizational goals including best practices in human resources management
- A track record of setting priorities; keen analytic, organization and problem-solving skills
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Proficiency and experience with QuickBooks
- Personal qualities of integrity, credibility, collaboration and dedication to PDF's mission

Preferred

- Minimum of a BA, ideally with an MBA/CPA or related degree or equivalent experience
- A track record in public foundation and grants management
- Familiarity and/or experience with Blackbaud Grantmaking and Raisers Edge
- Major Donor fundraising experience
- Experience with socially responsible and impact investing
- Fluency in Spanish is a plus.

Location of position: Amherst, MA

Target Start Date: June 15th, 2020, or upon fulfillment

Salary & Benefits: This is a full-time position offering a competitive salary and benefits commensurate with skill and experience.

PDF's owned building is fully accessible to full service first floor only, second floor by stairs

To Apply:

Please send a resume and cover letter as a PDF file addressing your history with philanthropy, organizing and social justice movements:

peacedevfund.jobs@gmail.com

Peace Development Fund provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, criminal justice system involvement or military or veteran status in accordance with all applicable laws. We don't tolerate discrimination or harassment based on above.

We're committed to building a diverse staff team. People of marginalized identities are strongly encouraged to apply.

All applications will be acknowledged. Applications will be accepted until the position is filled.