

Director of Finance & Operations



Organization: Citizen University • citizenuniversity.us

Reports to: Managing Director

Salary: \$75,000 - \$90,000 + benefits

Start Date: Summer/Early Fall 2021

Location: Our team is based in Seattle; we are open to candidates who are not based in Seattle who would operate remotely. Limited travel may be required.

Applications are reviewed as they are received and the position will be open until filled.

About Us

Citizen University (CU) is working to build a culture of powerful, responsible citizenship across the country. We believe that a strong democracy relies on strong citizens—that we all have the power to make change happen in civic life and the responsibility to try.

Citizen University works to support this culture shift by designing programs, gatherings, rituals, and workshops that focus on civic power and civic character as the building blocks of powerful citizenship. We train and activate civic catalysts nationwide to spread the ideas and practices of powerful, responsible citizenship within their own communities.

Our Vision

We envision a great civic revival across our nation. Our dream is a country in which Americans are steeped in a sense of civic character, educated in the tools of civic power, and are problem-solving contributors in a self-governing community.

We are working to realize the country we know is possible: a mass, multiracial democratic republic that works. A society with healthy, responsive institutions where every person feels represented and knows how to contribute. A society where we share responsibility for strengthening community and country by reckoning with our past and recommitting to each other.

We believe that the American creed promises everyone freedom, equality, and justice, whether one's family has lived on this land since time immemorial or has just arrived. We envision an America in which that promise is truly realized for everyone, because America is not America until "we the people" means *all* the people.

Our Team

Our team approaches this work with spirit, joy, and a deep responsibility to each other, our work, and the civic health of our nation. As an organization striving to strengthen our democracy and civic health across America, we recognize that living up to the values of liberty and justice for all starts with each of us.

Our team has made a series of commitments toward ensuring equity, justice, and belonging are baked into our work, and we know we have much to do to fully live out these commitments. We also know that deepening trust, relationships, and affection are the backbone to a healthy team culture. And that takes time, dedication, and willingness to have hard conversations. So we're digging in, and we hope you'll join us. You'll be a crucial part of the CU fabric, joining together through happiness and hardship, challenge and success. Plus, we genuinely enjoy spending time with each other—joy is a crucial ingredient to our work! Together, we're creating an environment of care, respect, and responsibility.

About This Role

As the Director of Finance & Operations, you will play a key leadership role at Citizen University, working in collaboration with the Managing Director to direct and oversee all operational functions of the organization, with a focus on finance and human relations (HR). You'll oversee our Operations Manager, who manages data administration, grant and donor management, IT systems, and supports operations functions.

A successful candidate will be a hands-on and participatory manager and will be responsible for developing and executing strategies in the following areas: finance, business planning and budgeting, human resources, operations, and administration.

With support from the team, you'll work to ensure systems are in place to achieve success and ensure equitable and inclusive practices are embedded in our HR procedures and all internal operations. As our work is about building a strong civic culture, you'll be an integral part of nurturing a healthy, vibrant, inclusive team culture that supports our mission and values.

The Director of Finance & Operations will play a critical role in the expansion of our organization as we work to grow our programming and impact. We are excited to welcome a finance and HR leader to maximize and build the internal capacity of a national organization working to strengthen democratic participation and civic health.

Core Responsibilities

Financial Management (35%)

- Review and analyze monthly and annual financial reports; work with CU contract accountant on all financial, project, program, and grants accounting
- Prepare quarterly financial status reports for CU leadership and board
- Coordinate and lead the annual audit process
- Oversee and lead annual budgeting and planning process in partnership with the Managing Director; administer and review all financial plans and budgets
- Manage organizational cash flow and forecasting
- Work with Operations Manager to ensure robust financial management and reporting system for contracts, grants, and donations
- Update and implement all necessary business policies and accounting practices
- Manage responsibilities for CU's contract accountant
- Manage all bank and other finance accounts

Human Resources (30%)

- Manage the staff recruitment and hiring process
 - Collaborate with hiring managers to screen applications and interview candidates
 - Process background and reference checks
 - Work with Managing Director and hiring managers to craft job offers
- Lead the development and implementation of a recruitment strategy and procedures that reach a diverse, talented, and qualified range of applicants
- Lead the development and implementation of equity and inclusion practices for HR procedures, including recruitment and hiring, compensation, and staff development
- Manage and develop CU's human resources systems, policies, and processes
- Work with Operations Manager to establish and manage a comprehensive onboarding program to educate employees regarding staff tools, policies, and procedures
- Oversee payroll and benefits administration
- Develop performance review process, compensation strategy and policies
- Maintain personnel files, develop resolutions to personnel issues

Operations & Compliance (25%)

- Maintain and update organizational policies; ensure that organizational risks are mitigated through appropriate policies and levels for staff, board, and contractors
- Evaluate infrastructure needs and manage office lease
- Manage and maintain insurance policies
- Coordinate with Operations Manager on vendors contracts, invoicing and check requests
- Oversee annual 990 and other tax filings
- Ensure CU is compliant with city, state, and federal laws, regulations, and business filings
- Work with leadership team on legal research and needs

Management (10%)

- Participate in team meetings
- Set goals and direction for department
- Oversee Operations staff
- Liaise with other department leads and staff as necessary
- Commit to continued learning and implementation of best practices in areas of finance, HR, and organization administration, with a particular focus on equity, justice, and belonging

A successful candidate...

- Is committed to and enthusiastic about the mission of Citizen University.
- Feels a deep dedication to supporting and catalyzing an inclusive, supportive, and caring team culture.
- Can demonstrate a skill set in supporting equity, justice, and belonging in the workplace, and is committed to embodying these values personally and professionally.
- Is a self-starter and has a strong sense of initiative, and would describe developing efficient systems and improving processes as your happy place.
- Has a keen eye for detail and takes pride in being a double- and triple-checker.
- Embraces the role of a non-profit leader with care and a sense of humor.
- Is able to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.
- Appreciates being part of a collaborative, curious, and spirited team.
- Demonstrates genuine passion and excitement for being a part of an organization working to strengthen citizenship and civic participation around the country.

Qualifications

- Minimum of 5-7 years of financial and operations management experience
- Experience with holding final responsibility for the quality and content of financial data
- Experience with reporting and audit coordination
- Has preferably overseen a human resources function previously
- Familiar with non-profit grants and the management of restricted and unrestricted funding
- Ability to translate financial concepts to—and to effectively collaborate with—programmatic and fundraising colleagues who may not have finance backgrounds
- A demonstrated commitment to working towards equity and justice
- An appreciation of difference across our community—cultural, ideological, and geographical—and dedication to ending discrimination and oppression
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities

- Ability to both see the big picture and have a sharp eye for detail

We recognize that not every candidate will meet every single requirement in this job description. If you feel like Citizen University is the place for you, that you'll bring relevant experience in key areas of finance and/or HR, and that you're ready to commit to the rest: please apply! We are most excited for teammates who come with a strong sense of initiative, curiosity to learn, and deep commitment to our work and each other.

Compensation

\$75,000 - \$90,000 + benefits

In addition to annual salary, our benefits package includes:

- Health insurance coverage, including dental and vision
- A work computer
- ORCA pass (if based in Seattle region)
- 15 days personal vacation annually, plus the week between Christmas Eve and New Year's Day, plus 10 additional paid holidays
- A cell phone stipend to compensate for usage
- Professional development stipend

To Apply

- Please send your résumé and cover letter to jobs@citizenuniversity.us with the subject line: *Application for Director of Finance & Operations*
- Applications are reviewed as they are received and the position will be open until filled.

Citizen University is an equal opportunity employer. We value diversity on our team and seek to recruit and retain talented people who represent a variety of backgrounds and lived experiences. People from communities who have traditionally held less access to power are strongly encouraged to apply.