



Now Hiring

Director of Finance and Administration

Reports to: Deputy Director, Tana Hargest
Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$110,000/year plus benefits.
Remote/hybrid during COVID-19; Office in St. Paul, MN.
Need to be a Minnesota resident or willing to relocate.

To apply: **Gender Justice has retained the executive search firm Veracity Pros for this search.** Submit PDF resume and cover letter to <https://apply.workable.com/veracity-pros/j/6FEA4785A3/apply/>
Applications will be considered on a rolling basis, with preference given to applications received by **November 27, 2023** – please apply before this date if possible.

Organizations:

Gender Justice and Gender Justice Action are nonprofit legal, policy and political advocacy organizations based in St. Paul, Minnesota working in Minnesota and North Dakota to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. We employ grassroots organizing, coalition building, and strategic communications and narrative strategies to create the movement momentum and cultural conditions for gender equity to flourish. We are also the institutional home of the UnRestrict Minnesota coalition and campaign which works to protect, expand, and destigmatize access to abortion care—and all reproductive healthcare—in Minnesota through public education, advocacy, and the law. This is an exciting time at Gender Justice and Gender Justice Action as we expand geographically to North Dakota and build our team. We're a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary:

The Director of Finance and Administration is responsible for financial strategy and leadership, budget and financial analytics, and program-specific financial management for the organization. The Director of Finance must be able to develop the strategy as well as execute and deliver on the strategy. The Director of Finance supervises the Senior Manager of Finance and Administration and the Operations Manager, as well as the accounting contractors.

More about the Director of Finance and Administration role:

Wearing multiple hats and saying "yes" to a variety of challenges are the table stakes for the Director of Finance role. Your specific responsibilities include:

- Serve as financial advisor to recommend and implement financial strategy, controls, policy and procedures.
- Coordinate the development of annual budgets and monitoring the budget-to-actual expenses on a monthly basis.
- Research and set appropriate financial allocations between the 501(c)3 and 501(c)4 organizations as well as allocate shared expenses among programs.
- Provide strategic planning and forecasting on financial matters, working with the Executive Director, Deputy Director, Treasurer, Board of Directors, and other key staff to analyze current financial performance and project future needs.
- Ensure all accounting systems and procedures are in compliance with State, IRS, and other organization and regulatory requirements.
- Working with the contract accountant, supervise their work on day-to-day and monthly accounting functions including, but not limited to account payables, account receivables, posting and tracking restricted donations, monthly reconciliations, and preparation of financial statements.
- Participate in board finance committee meetings, presenting financial reports in a clear and transparent manner.
- Manage cash flow including cash flow forecasting.
- Assist in the preparation of the annual external audit and the IRS Form 990.

Program and Grant Financial Management

- Prepare budgets and financial reports for grant reports and proposals. Track grant-related expenses, budget-to-actual to ensure programs staff stay within grant budgets.
- Oversee legal program financials including tracking case-related costs, financial details in retainer and co-counsel agreements, preparing case cost and attorneys' fees reports and forecasts for legal team and the board, and quarterly case costs reports to clients.
- Support legal team in tracking time for capturing organizational investment in cases and documentation of attorneys' fees.

Organization Administration Management

- Oversee all administrative functions and responsibilities for the department and organization, including human resources, payroll, and benefits, and accounting.
- Supervise the Senior Operations Manager and Operations Manager.
- Oversee administration and compliance of 501c3 and 501c4 entities in Minnesota and new states.
- Negotiate contracts and agreements with vendors and external contractors.
- Oversee compliance with and related reporting regarding state and national legal and nonprofit status.

The successful candidate will have:

- Bachelor's degree in related field or two-year degree plus equivalent experience
- Five or more years senior level financial experience
- Experience in non-profit administration and finance, including 501(c)3 and 501(c)4 experience; experience with small law firm finance is a plus
- Computer savvy and experience using accounting software and databases, including proficiency in QuickBooks and Excel
- Commitment to our mission and values, which include racial, social, and economic justice
- Ability to think strategically about the organization, its mission, and financial strategy
- Thrives on a challenge and is happy to jump in and work through changes as they approach
- Ability to successfully execute and administer processes and procedures (i.e. ability to transition from strategy to tactical work and vice versa)
- A high level of independence and good judgment
- Strong organizational, project- and time-management skills
- Ability to effectively cope with ongoing change, shifting gears when needed and supporting staff with wit, candor, and direction.
- Sense of humor and ability to comfortably handle uncertainty while laughing along the way.

Not sure you meet all qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

Employees are eligible for employer-subsidized health and dental insurance, unlimited paid discretionary leave, and 3% employer-match to retirement plan. 12-weeks fully paid parental and medical leave for employees working at least 20 hrs/week after six months. 12-weeks fully paid sabbatical leave after five years.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBQ and trans people, immigrants, and others living in marginalized communities.