Mission:
The Women’s Foundation of Boston’s (WFBoston) mission is to create, fund, and accelerate high-impact economic and leadership programs that equip Greater Boston women and girls to be financially independent and successful leaders.

Director of Finance and Administration Job Description:
The Director of Finance and Administration is responsible for and will be carrying out the financial and administrative aspects of the Foundation including finance, human resources, technology, legal issues and board and board committee relations among other areas. They will be a key executive in the leadership team to work on strategic planning, financial and operating decision making as well as manage the day to day aspects of finance and administration.

History of the Women’s Foundation of Boston:
Established in 2017, the founders were motivated by the massive philanthropy gap in foundation giving to women’s and girls’ causes, and decided to leverage their business experience in investing, financial analysis, strategic planning and consulting to move the needle in charitable giving to women and girls.

Today, the Women’s Foundation of Boston (WFBoston) is an exciting, fast growing, dynamic organization with 100+ volunteers moving our mission forward. In 2020, WFBoston created the only COVID Response Fund exclusively for women and girls in Greater Boston. WFBoston raised over $1.9M in 2020 to support grantmaking and the endowment. For 2021, WFBoston raised over $3.6M and now is in the early stages of a major gifts endowment campaign. WFBoston is a high energy, passionate group of volunteer professionals who strongly believe in the economic empowerment of women and girls.
WFBoston seeks an experienced Director of Finance and Administration who is an organized, self-starter to manage day to day financial and administrative aspects of our growing foundation. **We are a fast growing start-up that has exceptional, experienced women driving all aspects of our operations. We need an experienced financial and administrative strategic thinker who will roll up their sleeves and execute even the most minute details of our business plan.**

This will be a full time position and will be primarily remote with occasional days in a Boston office setting. There is significant potential for advancement in the future.

**Director of Finance and Administration Job Description**

The position includes working with the Director of Development and staff regarding donations and donation flows and their tax ramifications, working with the Chief Program Officer/COO and staff regarding multi year grants and grant payments, performing the audit, budgeting, payroll, and expense tracking as well as managing the human resource, legal and technology areas. These responsibilities also include the oversight of a growing endowment, currently at $5 million on the way to $20 million. The position will report to the CEO.

**Finance Tasks and Responsibilities:**

- Create Budget (Approved by Finance and Audit Committee)
- Long term cash flow management and projections
- Maintain Payroll
- Benefits Creation and Management
- Track Expenses approval
- Maintaining and reviewing Insurance
- Banking and Account Management
- Treasury
- Track and identify donation funds flows and activities and tax ramifications
- Endowment day to day operations (inflows and outflows); Management Oversight by Treasurer/Investment Committee
- Create Audit (Approved by Finance/Audit Committee)
- Liaison with Auditors
- Complete State and Local Filings for Foundation
- Compliance gathering and reporting

**Administrative Tasks and Responsibilities:**

- Responsible for the entire Human Resource Function
including time card approvals, benefits management, staff reviews, unemployment insurance, required filings, 1099 and W2 Information, HR policies and procedures, etc

- Oversee hiring process including creating job descriptions and qualifications, interviewing, selecting, offering and onboarding new contractors or employees
- Support Chief Program Officer in granting and program oversight and function (e.g., coordinate grant payments, grant agreement administration, and other supportive functions)
- Evaluate and coordinate technology applications in all aspects of the organization; manage consultants as necessary
- Manage the Technology MSP relationship; act as liaison between WFBoston technology users and MSP
- Maintain legal relationships and requirements for all aspects of operations including job offers, human resource requirements, grant agreements etc

Managerial Tasks and Responsibilities:

- Oversee technology and tech consultant
- Oversee Human Resources Function
- Be a member of the leadership team

Board Relations Tasks and Responsibilities/Governance

- Prepare/Coordinate Board meeting materials with Board Chair and CEO; attend meetings as necessary
- Support Finance and Audit and Investment Committees; help arrange and attend meetings; provide materials and take minutes
- Prepare Finance and Audit Committee and Investment Committee materials
- Coordinate with Human Capital Subcommittee on Human resource issues
- Compliance (Confidentiality Agreements, Conflict of Interest disclosures etc)

Direct Reports:

PT Operations/Administrative Manager
Quickbooks Bookkeeper (part time volunteer)
Manage Technology Consultants and MSP

Qualifications and Skills Required:
● 5+ Years experience at a nonprofit or for profit organization as a Director of Finance and/or Administration or similar level position
● Deep experience with Salesforce and Quickbooks
● 5+ years audit experience
● Ability to manage multiple projects, set priorities, meet deadlines and wear many hats
● Familiarity with basic technology (G Suite, Wordpress, Zapier, Zoom, Airtable, Stripe, MatchPro 360) and the application of technology on a nonprofit level
● Human Resources experience
● Project management and/or supervisory experience required
● Foundation Grant experience a plus
● Endowment administration experience a plus
● Exceptional attention to detail
● Friendly disposition and great sense of humor
● Ability to work well independently and as part of a large volunteer team
● Graduate level financial education (MBA or equivalent) a plus

Physical Requirements:
Ability to sit for extended periods of time while simultaneously performing data entry and information intake via phone. Can be met with or without reasonable accommodation.

Salary/Compensation: Commensurate with experience.

Nondiscrimination Clause
Except as to fulfill the Mission of the WFBoston (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the WFBoston shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the WFBoston not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.

How to Apply

Please email a cover letter and resume to Christina Gordon or Patti Satterthwaite at hr@wfboston.org