

**Job Title:** Director of Finance and Business Development

**Type of Staff:** Full Time Regular, Exempt

**Staff Supervisor:** Executive Director

**Job Overview:** Support the growth and stability of Kansas City Rescue Mission by providing leadership and representation in accounting, administration and business development.

**Job Qualifications:**

- Must adhere to KCRM's *Qualifications for Employment*, possess a commitment to social justice, and support KCRM's *Statement of Belief, Mission, Vision and Values*
- Demonstrate strong Christian character, be loyal, patient, tactful, pliable, and teachable
- Excellent interpersonal skills, collaborative management and work style, open to direction
- Strong in analytical and abstract reasoning, organization skills, and written and verbal communications
- Significant experience with non-profit accounting
- Experience developing long-range forecasts and maintaining long-range financial plans
- Ability to hold the organization accountable to financial best practices, high ethical standards and integrity
- Ability to oversee monthly and quarterly assessments and forecasts of the organization's financial performance against budget, financial and operational goals
- Knowledge of human resource and/or payroll systems, budget development and oversight, tax and other compliance implications of non-profit organizations
- Business management experience or entrepreneurial involvement preferred
- Minimum of a Bachelor's degree in accounting, finance, or business administration; additional certification or training in business management or entrepreneurship preferred

**Duties and Responsibilities:**

**I. Administration**

- A. Serve as a member of KCRM's executive leadership team
- B. Provide counsel and analysis in areas of finance, business development and human resources to staff and board of directors
- C. Collaborate on a regular basis with the executive director, leadership team, department leaders and human resources with regard to administration, strategic planning and long range forecasting to encourage a forward thinking and financially stable organization
- D. Interact periodically with outsourced IT service provider and applications developer and monitor and approve related expenditures
- E. Support the executive director with special projects or other duties as assigned

**II. Financial**

- A. Provide overall leadership in financial planning and strategic analysis

- B. Develop and manage KCRM's budget in collaboration with executive director and department leaders
- C. Provide cash flow analysis and management to ensure strategic availability of funds
- D. Provide financial information needed to contain and track costs and track revenue
- E. Ensure timeliness and accuracy of financial reports and oversee preparation and communication of periodic financial statements in cooperation with outsourced accounting services
- F. Provide oversight to staff involved in accounting, payroll and benefits, gifts-in-kind and inventory functions
- G. Support KCRM's human resource functions, including preparation of payroll, managing employee benefits, compliance with state and federal employment practices, and other risk management related matters
- H. Support KCRM's development functions, including fundraising campaigns, strategies, gift tracking, and grants management
- I. Develop and manage policies and procedures to provide financial and operational efficiency with appropriate internal controls
- J. Take all steps necessary to protect KCRM's employees, clients and/or residents, assets and resources, including an ongoing assessment of fraud risk within the non-profit and for-profit activities
- K. Support the independent CPA firm in completing the annual audit and IRS Form 990
- L. Ensure financial and fundraising compliance with ECFA, GAAP and related governmental regulations impacting KCRM

### **III. Business Venture Development**

- A. Collaborate with the executive director and software development team to advance the current database project and explore new business venture ideas
- B. Study and provide counsel regarding integration of for-profit business ventures with the organization's non-profit status, strategies and operations, examining risks and potential
- C. Develop, analyze, and manage policies and procedures affecting for-profit business activities of a non-profit organization
- D. Assist with development of an internal and external marketing plan in alignment with the selected business venture
- E. Ensure compliance with applicable regulatory guidelines involved in the development and pursuit of business ventures, including those issued by the Dept. of Labor, IRS, Dept. of Revenue, City codes, etc.