

Director of Operations and Finance

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Salary Description:

Minimum Salary:
50000.00

Maximum Salary:
70000.00

Job Description:

The Director of Operations and Finance is responsible for delivering results on a day-to-day basis to enable the CEO to successfully focus on the strategic, long-term challenges, and major opportunities facing the organization. The Director will lead the annual program of work by authoring the operating plan and creating the \$2.4 million budget. The Budget Manager and the Office Manager will directly report to the Director of Operations. In addition, this position will directly supervise the \$750,000 contract for the clean and safe ambassador program. The Operations Director will also be responsible for overseeing all of the contracts for the organization. A strategic and analytical leader who enjoys a fast pace and possesses a strong sense of urgency is a mandatory requirement. The ideal candidate should thrive in a competitive, performance driven culture that is aligned with the mission of downtown revitalization (for more about DRAs mission, See 2012 Annual Report:

<http://www.godowntownraleigh.com/files/docs/annualreportlores.pdf>. The candidate should have a proven track record at overcoming challenges, documenting achievements, and quantifying results. Qualifications

Job Responsibilities:

- Operations & Finance:
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process.
- Ensure the Alliance is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to Alliances internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, retirement plan, grants payment processing, payroll, accounts payable, and purchasing.
- Manages the databases for the organization that supports its communications, research, and economic development initiatives.
- Leadership/Team Development:
- Oversee, direct, and organize the work of the staff under their direct supervision.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Strategy, Vision:
- Advise the CEO and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.

- Contribute to the development of Alliances strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the president informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking and lease negotiations.

Education Requirements:

- Business or Accounting degree, a masters in business administration with accounting background is preferred

Job Qualifications:

- Minimum of three years-experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization
- Must be familiar with nonprofit finance and accounting regulations
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Alliances board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for the Alliances mission of downtown revitalization.