



POSITION:

Director of Finance and Operations

ABOUT THE ORGANIZATION:

Since its founding in 2004, the GreenLight Fund has worked at the intersection of social innovation and community need. GreenLight is focused on identifying the most urgent barriers to economic mobility for low-income residents in its sites and addressing them by selecting and bringing in the country's best social innovations that have proven impact. GreenLight does this by running a process in its communities that bring together key local leaders to:

- Identify critical needs
- Find and bring into the community innovative and entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city.

GreenLight runs this selection and importation process in its nine sites: Atlanta, Boston, Charlotte, Cincinnati, Detroit, Kansas City, Philadelphia, San Francisco Bay Area and the Twin Cities. Collectively, portfolio organizations across the sites are reaching more than 110,000 individuals annually with proven, life-changing programs. This number is growing exponentially as GreenLight adds new sites and new portfolio organizations across its sites.

Each GreenLight Fund site is supported by a coalition of 30-50 investors providing multi-year support to underwrite five years of operations and 3-4 portfolio organizations. Additionally, GreenLight Fund raises philanthropic support to underwrite its operations nationally through a similar investor coalition approach.

To learn more about the GreenLight Fund, please visit www.greenlightfund.org.

ABOUT THE POSITION:

Reporting directly to the Chief Executive Officer and serving as a member of the five-person management team, the Director of Finance and Operations (DFO) will help lead GreenLight's finance, operations, facilities, and IT needs as it grows to serve more regions. Currently operating with a \$7M+ budget and a staff of close to 30 employees, the DFO will play a hands-on role ensuring that GreenLight has the financial and operational backbone to achieve its mission. This person will also be the trusted advisor weighing in on the financial planning piece of GreenLight's next 4-5 year strategic plan.

The DFO will lead the organization's financial management and reporting systems and advise the Board and management team on matters relating to financial systems, budget execution, compliance, and long-term planning. Operationally, the DFO will oversee the organization's evolving facilities and IT needs both in its home office and in its satellite offices. As part of GreenLight's efforts to evolve, the DFO will be responsible for managing the transition of bringing their accounting functions, in-house.

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The DFO will also manage an operations associate and eventually, a bookkeeper as well as a variety of vendor relationships related to its finance, IT, and facilities needs.

GreenLight has grown considerably in the past year and the DFO will play a critical role in evaluating the effectiveness and long-term fit of its existing systems and processes against its strategic plan and future growth goals. This is an ideal opportunity for an entrepreneurial and operationally minded individual to shape the systems, and process of a growing social enterprise to ensure it achieves its mission of spurring economic mobility and opportunity across the country.

Responsibilities include, but are not limited to:

- Serve as the organizational leader managing finance; support senior management, the Board, and Executive Directors through planning, financial modeling, and compliance.
- Manage the finance function to ensure the accurate execution of operational finance (i.e. accounting, reporting, banking, budgeting, procurement, and compliance) and the delivery of all mandated financial reports.
- Lead the development of the organization's long-term financial strategy, including financial models, analyses, forecasts, that will strengthen the organization's balance sheet and setting other appropriate financial targets to ensure strong financial health and financial sustainability for the organization.
- Lead site-wide management of compliance systems, legal affairs as related to finance, insurance, and other risk management strategies in alignment with federal, state, and local legal and regulatory requirements.
- Develop critical organization-wide systems, ensuring that technology and staff work effectively across sites.
- Develop, in collaboration with the teams, robust and challenging key performance indicators for facilities, IT, operations, and finance, continuously review performance and adapt and improve indicators to demonstrate improvement
- Identify opportunities for operational improvements, including ways GreenLight can streamline or bring in house systems and processes currently provided by vendors.
- Build a more robust IT function for the organization including strategic and integrated approaches to hardware, software, and security
- Manage selection, improvement, integration and/or maintenance of critical national operating platforms; currently Salesforce, Box, Apricot, Zenefits, Google, Zoom
- Support and potentially grow the finance and operations team and network of vendors to ensure a high level of operational excellence

CANDIDATE REQUIREMENTS:

- 7+ years of professional experience, with demonstrated success leading aspects of the finance and operations function in the nonprofit space
- Experience and ability to lead the finance function and serve as a thought partner and advisor to the Board and management team
- A talented project manager that has experience evaluating and implementing administrative strategies and related plans, tools, and processes

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- Ability to develop, and implement process improvements, system overhauls and solutions to ensure organizational efficiency and effectiveness; leverages exceptional organizational, time and task management skills as well as prioritization skills
- Demonstrated ability to set strategy and lead the implementation of new systems and processes to ensure adoption and effectiveness
- A keen intellect, with the ability to be an independent thinker and creative problem solver
- Exceptional interpersonal skills and customer service mindset, with the ability to develop strong relationships with leaders across an organization
- Strong written and verbal communication skills, ability to generate reports and memos for both internal and external audiences
- Ability to manage up and sideways to support a regionally dispersed group of site Executive Directors
- Familiarity and comfort devising and establishing IT policies, systems, and processes that support broader organizational strategies
- Proven ability to integrate new technologies, systems and practices into existing infrastructure

LOCATION: Boston, Massachusetts

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

<http://www.on-ramps.com/jobs/1854>

GreenLight Fund is committed to fostering diversity, equity and inclusion at every level of the organization and welcomes candidates from diverse backgrounds. GreenLight recognizes and appreciates the value of building a diverse workforce and creating an inclusive work environment. GreenLight takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, religion, sexual orientation or veteran status.