

Head of Finance and Administration

Project Equity grows community wealth by retaining successful local businesses through employee ownership transitions

Do you want to see a world where the average employee has economic security and businesses help build resilient communities? So do we! We envision a future where employee ownership is the preferred business model to strengthen small businesses and local economies and build wealth for working people and communities of color across the United States.

Project Equity helps employees become owners of the businesses where they work. We raise awareness of employee ownership as a business succession and local business preservation strategy, target lower-middle market and small companies for awareness and education, and provide consultations and direct support for business owners and employees to transition to employee ownership. Project Equity is currently expanding and deepening our work in multiple regions around the country.

YOUR ROLE

Project Equity is a growing organization, on the cusp of our 10 year anniversary this year and progressing toward independence from our fiscal sponsor in early 2025. This exciting convergence also makes this a critical time to add executive leadership in the area of finance and operations. The Head of Finance and Operations will have a lead role in defining our post-fiscal sponsor structures and vendor relationships, securing those relationships, and in refining and maintaining the infrastructure we already possess.

This is an executive team role reporting to the CEO. The role will support the CEO and executive team in areas of budget and financial performance management, Board of Director relations and strategic planning for growth and change. This role will also partner on grant / fundraising and earned revenue efforts, lead the professionalization and roll out of procedures, systems and policies, and support our culture of "test, learn, execute", EID (equity, inclusion and diversity) and mutual respect.

KEY RESPONSIBILITIES

FINANCE

Fiscal Leadership

- Act as a strategic partner with the CEO and the executive team, providing advice on financial operations, analysis, budgeting, managing debt and investments. Serve as a leadership liaison to the board of directors, the Finance Committee and the Investment Committee. Develop and implement short- and long-range finance goals, policies, and procedures.
- Provide support to program staff managing the Employee Ownership Catalyst Fund and the Accelerate Employee Ownership capital initiative, including reporting and engagement with vendors supporting organizational fiscal management

Financial and accounting operations

- Source and manage an appropriate accounting vendor to transition and support Project Equity's accounting and financial management needs presently and with a view toward growth.
 - Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly/quarterly and annual financial statements; collate financial reporting materials for funders; administer and review all financial plans and budgets; monitor progress and changes; and keep key staff abreast of the organization's financial status.
 - Oversee all financial, project / program and grants accounting.
 - Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
 - Manage organizational cash flow and forecasting. Maintain banking and investment management relationships in consultation with the CEO.
 - Maintain a robust contracts management system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
 - Update and implement all necessary business policies and accounting practices; establish and maintain finance and accounting procedures.
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- Effectively communicate and present the critical financial matters to the board of directors.

OPERATIONS AND ADMINISTRATION

Organizational operations systems

- Oversee software systems selection and maintenance. Ensure adequate policies and procedures for optimization and user experience / uptake.
- Ensure adequate systems development and refinement support and processes are in place.
- Work with program staff to ensure systems and processes that facilitate cross program work effectiveness and reporting ability.

Administrative functions and controls

- Assess, secure and manage organizational insurance needs.
- Assess contract and legal needs across the organization.
 - Retain and manage key legal vendor relationships as appropriate.
- Provide internal support for contract review and management.
 - Support obtaining outside support as appropriate.
- Review, refine and maintain organizational policies and procedures.
 - Ensure organizational uptake and adherence.

HR oversight

- Source and manage an appropriate PEO vendor to transition and support Project Equity's human resources needs presently and with a view toward growth and in line with our values and culture.
 - Provide leadership in talent acquisition efforts including reviewing job descriptions, and managing vendors to support recruitment efforts in line with our values and culture.
 - Ensure a thorough onboarding process for new hires.
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- Work with our PEO vendor and outside employment legal counsel to ensure legal compliance with applicable federal and state HR requirements, manage investigations and maintain records.
- Work with our PEO vendor and the executive team to ensure compensation and benefit practices are effective, competitive and compliant.
- Support the annual performance management process in line with our values and culture.
- Support the roll out of Equity, Inclusion and Diversity work.
- Act as a point of contact for employee relations, addressing complaints and / or grievances and fostering a positive work environment.

Strategic and annual planning

- Lead annual budgeting and planning process in conjunction with the CEO and Head of Programs.
- Support the development and review of longer range strategic plans, goals and budget.
- Support the implementation of plans and goals together with the Head of Programs and the executive team.

Team development / leadership

- Manage, lead, mentor, coach and develop staff, providing positive, optimistic leadership and problem solving.
- Foster a culture of results, collaboration, responsibility, and accountability while inspiring and motivating staff.

AREAS WHERE YOU SHINE

- You are passionate about the mission of Project Equity and desire to be a partner and change agent with the board, staff and clients of Project Equity.
 - You work well as a team with senior management and are seen as a partner to other executives.
 - You have excellent interpersonal and communication skills and experience collaborating in a high-growth and mission-driven environment.
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- You demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- You are comfortable using technology and have experience developing and implementing processes and systems that increase efficiencies and use best practices.
- You are entrepreneurial, innovative and flexible in your approach leading to profitability and sustainability.
- You have a track record of growing abilities of staff and encouraging increased responsibilities, team building and retention, mentor and coach team members and creating a culture of accountability and enhancing workplace culture.
- You are humble, hold a high degree of integrity and bring a positive, optimistic attitude.

REQUIREMENTS

- A minimum of 8 years senior leadership experience in accounting or finance, preference for at least 5 years in the nonprofit field.
 - Experience as a proven senior executive in complex nonprofit organizations with budgets of a minimum of \$5M; evidence of vision, collaboration, as well as a service and entrepreneurial orientation in developing strategy, business policies and practices.
 - Proven professional experience in finance, accounting, budgeting and cost control principles.
 - Financial management experience, including forecasting, fiscal management, analysis and strategy.
 - In depth understanding of IRS compliance and other regulatory requirements for U.S. tax-exempt organizations.
 - At least 5 years experience managing a team, providing leadership to a minimum of 2 direct report staff.
 - Bachelor's degree in accounting, finance, or related field required (MBA highly preferred. Accounting / finance certifications appreciated, e.g. CPA, CFA, etc.)
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BENEFITS

Regular, full-time employees schedule 25+ hours per week (30 days after hire)

- Medical (PPO, HSA, or HMO options), dental and vision coverage: employer covers 100% of employee premium and 30% for dependents
- Dependent Care FSA
- Basic Term Life, additional voluntary life for employee, spouse, and dependent children available
- Short and long term disability
- Voluntary Critical Illness, Accident, and Hospital Indemnity Insurance
- Retirement 401K: A dollar for dollar employer match of the employee's contribution, up to 3% of gross wages and 50 cents on the dollar match for the next 1% (3.5% total match)
- Employee Assistance Program – offering consultative, work/life assistance, and legal/financial assistance through a variety of online and telephone-based services
- Generous holiday, vacation and sick leave. Holidays: 12 days annually, which includes 2 floating holidays
- Vacation: 15 days (years 1 – 4) & 20 days (year 5+)
- Sick: 10 days annually

SALARY

\$135,000–\$155,000 annually

Project Equity is an independent operating project of the nonprofit umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org)

Multiplier and Project Equity celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and Project Equity are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and Project Equity prohibit discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic

information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit based factor.

APPLY HERE >

Please be sure to upload your resume and cover letter. In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy.

Learn more at project-equity.org.