

**Position Opening: Director of Finance and Administration**

**Classification: Full-Time, Exempt**

**Location: JOIN's national office in Boston, MA (preferred)**

**Posted: August 2020**

JOIN for Justice is building a powerful field of Jewish leaders capable of effectively organizing for justice, both inside and outside Jewish communities in the US. We organize because, in the words of Emma Lazarus, “Until we are all free, we are none of us free”—our destinies are bound up as one. We train and mentor rabbis, community leaders and community organizers through a variety of intensive organizing training programs, in person and online.

In the coming year, for example, we'll be running our 18-month Clergy Fellowship, wherein we will train and support teams of rabbis in Miami and St. Louis to engage their congregations in new ways and get involved in local multi-faith, multi-racial organizing. We will also be running a new 6-month long national organizing training program for disabled Jewish organizers in their 20s and 30s -- where participants will get intensive training and individualized coaching as they learn about disability organizing history, the nuts and bolts of running campaigns and how to organize to fight ableism, racism and other forms of exclusion.

We believe that our Jewish religious, historical, and cultural traditions compel us to organize our communities and take powerful action together in support of the pressing social justice issues of our time and that those unique traditions can be an indispensable resource in harnessing the power of faith for justice. Thousands of people we have trained are now tapping these traditions and skills as they work in cities across the country forging relationships, building power, and winning change for all of our communities.

**Position Overview:**

Over the past two decades, JOIN has grown from a startup with a single program to a multi-program organization with 11 staff, a budget of \$1.5 million, and an alumni community of thousands of Jewish organizers, rabbis, and leaders.

As we grow from a small to mid-sized organization, we are quickly outgrowing our existing HR and Finance systems. We are seeking a Director of Finance and Administration who can bring their experience to strengthen our financial management and help us build the systems and processes our organization needs to succeed. We are looking for a talented systems thinker & executer, who will play a leadership role in the organization and ensure that our internal operations are working at the highest level.

Our ideal candidate loves spreadsheets, can look at a process and see the system that will enable or sustain success, and is a terrific teacher and interpersonal communicator who can help others in the organization adopt the new ways of working. This candidate also

demonstrates a commitment to our mission, brings a social justice and antiracist lens to their work, and is agile and effective in a fast-paced and evolving environment. This position reports to the Executive Director.

### **Key Responsibilities:**

#### Finance

- Provide financial planning, reporting, forecasting & analysis, including cash flow management, budgeting, and scenario-planning of revenue and expenses.
- Ensure accurate and up-to-date records of financial transactions and training staff on relevant systems. Supervise reconciliations by contract bookkeeper. Ensure the integrity of the organization's financial reports.
- Ensure compliance with funders' reporting requirements (note: JOIN is primarily funded by foundations and individuals, and does not generally have local, state, or federal contracts).
- Manage the annual audit and filing of required tax forms.
- Collaborate and support the Executive Director, Management Team and Finance Committee of the Board to ensure effective financial management systems are in place and effectively utilized.
- Collaborate and provide direction and assistance to other staff regarding accounting and budgeting policies, procedures, internal controls, and efficient utilization of financial resources.

#### Human Resources

- Ensure our staff have the tools, training and support they need to be effective and that the organization has appropriate human resource policies in place.
- Develop and implement new personnel policies relevant to our growing organization; maintain employment records for all staff.
- Stay up to date on best practices around equity and antiracist approaches to HR administration, and identify opportunities for JOIN to utilize these best practices.
- Play a leadership role in supporting an anti-racist staff culture dedicated to continuous learning, effective collaboration, respectful feedback and fun!
- Develop systems for hiring and lead job searches that recruit a diverse candidate pool, ensure an equitable selection process, and onboard and sustain fantastic new staff.
- Develop a staff retention strategy for JOIN that has equity at the core, including ongoing staff training, opportunities for mentorship and support, and regular opportunities for candid feedback.
- Oversee JOIN's performance evaluation system, including incorporating antiracist and equity competencies as part of regular reviews.
- Process payroll and ensure effective onboarding of all new employees to benefits and internal systems; provide support with health and retirement benefits administration, including annual open enrollment.

## Administration & Management

- Supervise Administrative Assistant.
- Work with Administrative Assistant to manage key relationships with vendors and contractors
- Work with Administrative Assistant to manage organization of both digital and analog files in compliance with record retention policy.
- Oversee the IT infrastructure of the organization.
- Assess the need for an office move or transition to a remote workplace.
- Oversee transition to a new CRM database system and ensure organization-wide implementation. Work with ED to identify and address other infrastructure needs, as appropriate.

## **Qualifications**

- Minimum seven to ten years of overall professional experience and five years of finance and administration. Demonstrated understanding of budget management, internal controls, and non-profit accounting practices; at least three years experience with various aspects of HR, including benefits administration and compliance.
- The ideal candidate has experience holding final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has overseen a human resources function previously.
- Proficiency with Quickbooks and Excel, experience working with CRM databases, and the ability to quickly learn and use other finance-related tools as needed;
- Demonstrated commitment and understanding of racial equity and accessibility work at an organizational and structural level.
- A successful track record managing complex systems and projects with great attention to detail.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in an organization that values collaborative team structures and stakeholder buy-in.
- Ability to communicate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not have finance backgrounds;
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making;
- Minimum of a BA, ideally with an MBA/CPA or related degree or equivalent real world experience
- Personal qualities of integrity, credibility, and dedication to the mission of JOIN
- The ability to work independently and creatively while upholding a commitment to excellence in the context of growing a mid-sized organization amidst an ever-shifting political and public health landscape.

At JOIN for Justice, we believe social justice fights require the voices of those most directly impacted by injustice. JOIN is dedicated to building a culturally diverse and pluralistic staff team

-- via internal training, structured reflection exercises and an ongoing investment in the leadership development of staff. JOIN strongly encourages people of color, indigenous people, disabled people, LGBTQ+ people, and immigrants to apply. You do not need to be Jewish.

### **Compensation and Benefits**

This is a full-time, Boston-based (preferred), exempt position, with occasional evening and weekend work. Note: All staff are currently working remotely amidst the pandemic. We do not typically work on Shabbat, except for occasional retreats, and are prepared to accommodate Shabbat observance and other religious practice.

Salary range is \$65,000 to \$80,000, commensurate with experience. Excellent benefits, including:

- **Paid Time Off:**
  - Holidays: 10 federally-recognized holidays, plus up to 13 additional days for Jewish holidays (Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Passover, Shavuot), as well as 2 floating holidays
  - Vacation: 12 days in the first year, rising progressively each year to 20 days after three years of employment
  - Sick Days: 12 per year
  - Parental Leave: 3 months off work after the birth or adoption of a child. Full-time employees are entitled up to 6 weeks of paid parental leave, based on years of service
- **Healthcare Benefits:**
  - All full-time staff members are entitled to 80% paid health and dental insurance coverage for individual and family plans
  - Fully covered life, short and long-term disability insurance
  - Flexible Spending Account for eligible health related expenses
- **Retirement Benefits:**
  - After one full year of employment, staff members are entitled to participate in JOIN's retirement program. JOIN matches up to 5% of the employee's salary.

### **To Apply**

Please send a cover letter, resume, and 2-3 professional references with phone numbers in a single email to [jobs2020@joinforjustice.org](mailto:jobs2020@joinforjustice.org). Please include the job title in the subject line.

JOIN for Justice is an equal opportunity employer. We carefully consider applicants for all positions without regard to race, color, religion, creed, gender identity, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.