



## **Democracy North Carolina**

### **Finance and Operations Director**

#### Job Description

#### **Organization Overview**

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

#### **Position Overview**

The Finance and Operations Director will lead the organization's key systems including financial management, information technology, human resources, and general operations. This director is charged with building and delivering policies and strategies that improve the organization's financial status.

The person holding this position will also be responsible for supervising three full-time employees: the Accounting and Payroll Manager, the Human Resources Associate and the Volunteer Program Associate. This position reports to Democracy North Carolina's Co-Executive Directors, serves on the organization's leadership team, and is based in our Morrisville office.

#### **Responsibilities**

##### Finance

- Oversee the development and management of the organization budget.
- Monitor financial management practices to ensure compliance with all finance standards and legal requirements.
- Oversee all financial operations within each department to ensure they are spending within budget and following organization's financial policies. Update financial policies as needed.
- Analyze financial performance of the organization and develop reports for the executive team and the board of directors.
- Review organization revenue and expenses to make forecasts and projections on performance.
- Research and review investments to make recommendations on modifications to portfolio.
- Track investment portfolio and incorporate changes in financial reports.
- Serve on the Board Finance Committee and provide finance reports to the Board

- Manage the annual audit process, work with the audit firm to complete the audit in a timely manner.

### Operations

- Review and keep current all organization policies and procedures, according to nonprofit best practice standards, including the Fiscal Management and Internal Controls guide
- Plan and manage contracts and relationships with consultants, including the financial auditor.
- Assess, develop and maintain quality IT capabilities and equipment, including relationship and contract with IT management firm. Implement technology plan and management for purchasing, discontinuing and replacing hardware and software.
- Facilities planning, oversight and management including ensuring ongoing maintenance of quality work spaces and equipment in the main office and field locations.
- Supervise staff that assists in carrying out key operational responsibilities (financial and administrative).
- Support the Co-Executive Directors by coordinating staff planning logistics and activities including annual and ongoing meetings.

### HR and Staff Development

- Maintain a work environment that attracts and motivates a top-quality, diverse staff.
- Oversee all human resources functions including maintaining job descriptions, coordination of staff hiring and orientation, and annual employee review processes. Ensure annual evaluation of employee benefits, healthcare and compensation.
- Review and keep current all organization policies and procedures, according to nonprofit best practice standards, including the Employee Handbook.
- Support implementation and use of staff development opportunities.
- Ensure compliance with all HR standards and legal requirements.

### **Skills and Attributes**

- Extensive experience evaluating and using financial software
- Excellent mathematical, computer, and analytical skills
- Ability to create and deliver comprehensive budget for multiple departments
- Strong understanding of fiscal policy and investment strategies
- High degree of discretion dealing with confidential information
- Verbal and written communications skills to create and present reports to board
- Demonstrated organizational skills

### **Qualifications**

- 6+ years of experience in lead accounting and finance roles, CPA preferred
- Nonprofit, cost accounting experience, QuickBooks preferred
- Experience managing one or more areas in human resources (ex. benefits, compensation, employee relations, recruitment, training)
- Excellent supervisory skills and ability to manage, develop and evaluate staff working on multiple, disparate projects
- Commitment to North Carolina and the South.
- Commitment to Democracy NC's mission and values, including racial equity; ability and willingness to work with a diverse group of people.

**Salary Range:** \$84,000-\$94,000 based on experience.

**Benefits include:**

- Medical, dental, and vision insurance with 100% employee premium coverage and 50% premium coverage for domestic partner/spouse and/or children.
- Health Reimbursement Arrangement for out-of-pocket medical expenses up to 76% for employees and 38% for covered family members
- Free Telehealth for all employees and family members
- Employer-provided life insurance and ADD
- 9 paid holidays + 1 week office closure at year-end
- 30 days paid time off per year
- 403(b) retirement option with employer contribution
- Individual and team professional development opportunities
- Casual, flexible work environment with a commitment to employee wellbeing and work/life balance, currently operating as hybrid in-person/remote
- For specific questions about Democracy NC’s benefits, please contact Hannah James (HR Associate) at hannahj@democracync.org

**Application Process**

Please send the following to jobs@democracync.org with the subject line “**Finance and Operations Director**” and your name (no phone calls please):

- Cover letter with an overview of your professional background and interest in the position
- Resume
- In your email, please share how you first learned about this position

**Hiring Timeline**

- Applications will be reviewed on a rolling basis with a priority deadline of November 11, 2022. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to interview with a small panel of Democracy NC staff in November.
- Job offers are contingent upon successful completion of reference and background checks. Only prior convictions that risk the safety of our staff or the security of the organization will be considered disqualifying.

Should you require any accommodation during the application process, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact Hannah James (HR Associate) hannahj@democracync.org.

Democracy North Carolina is an equal opportunity employer committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to [our core values](#). Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and embraces the full range of the nation and state’s diversity.