

Director of Finance and Administration:

The Women's Law Project (WLP) is a small, fast-paced non-profit organization that works to defend and advance the rights of women, girls, and LGBTQ+ people in Pennsylvania and beyond.

The WLP believes that:

- Every person has the right to bodily autonomy, health, economic security, and freedom from violence.
- Personal decisions about sexuality and procreation must be protected by the government instead of intruded upon.
- Gender and racial discrimination must be fought with an intersectional perspective.
- A commitment to diversity, equity, and inclusion must be the bedrock of WLP's programs and operations.

The WLP is seeking a Director of Finance and Administration whose function is to maintain the organization's financial health and assist the Executive Director in managing the organization's \$2 million budget and in ensuring fair and consistent implementation of the personnel policies. Reporting directly to the Executive Director, the Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization during a critical period of growth.

Start date: As soon as possible.

The job duties will include:

- Analyzing and presenting financial reports in an accurate, transparent, and timely manner; clearly communicating monthly and annual financial statements; collating financial reporting materials for all donor segments; and overseeing all financial, project/program and grants accounting
- Leading the development of the projected revenue and expense budget for each fiscal year
- Overseeing banking activity, cash flow, and expense reporting; keeping senior leadership team abreast of the organization's financial status
- Monitoring expenditures and revenue to ensure budget accountability
- Analyzing data trends, including revenue, expense, and program trends
- Serving as the staff liaison to the Board of Trustees' Finance and Personnel Committee and other committees as necessary
- Serving as the staff liaison to external auditors
- Developing budgets and financial reports for grant proposals and grant reports
- Managing allocation of awarded funds and the financial components of contracts

- Providing oversight and support on personnel matters, including salary analysis and implementation of WLP's benefits
- Collaborating with staff and outside vendors to ensure that all human resources and payroll functions are met
- Supervising and collaborating with the office manager and bookkeeper
- Managing relationships and contracts with outside vendors such as bankers, insurance brokers, financial auditors, and retirement plan administrators
- Ensuring financial regulatory compliance, including state and federal reporting requirements for non-profits such as the audit and all tax filings
- Overseeing WLP's charitable solicitation registration and any related reporting
- Performing other duties related to finance and administration as necessary

The ideal candidate for this position will have the following qualifications:

- Financial background, such as a degree in business, finance, accounting, or other relevant field.
- Work experience in nonprofit financial management or human resources is preferred, including recent experience or exposure to accounting systems and finance-related software.
- Commitment to social justice values, including racial justice and gender justice.
- Proven ability to interact with individuals who are diverse in race, sex, class, ethnicity, national origin, sexual orientation, gender identity, and disability status.
- Familiarity with reproductive rights, health, and justice movements preferred.
- Ability to work collaboratively with colleagues, give and receive feedback, work independently, and handle challenging situations using critical thinking skills.
- Working knowledge of federal and state laws and regulations related to human resources
- Excellent organizational skills, including attention to detail.
- Ability to collect, organize, and interpret data.
- Strong communication skills.

Salary & Classification:

This position is full-time, exempt, and salaried. The salary range is \$80,000-95,000, commensurate with experience, and includes a generous benefits package that includes health insurance, TIAA retirement annuity plan with employer contribution, pre-tax medical expenses FSA, pre-tax dependent care FSA (both subject to annual federal limits), short and long-term disability, paid vacation, paid personal leave, paid sick days, paid family medical leave, unpaid leave, a transportation benefit, a life insurance benefit, and bereavement leave.

Location of Work:

WLP is a hybrid office. The in-office component of the work (2-3 days per week) will take place in either Philadelphia or Pittsburgh. WLP permits remote work when it is reasonable and does not present an undue hardship on the organization.

Application Process:

To apply, send a cover letter, current resume, and the names and contact information of three references to jobs@womenslawproject.org with “Director of Finance and Administration” in the subject line.

Applications received on or before October 31, 2022 will receive priority consideration. Candidates will be considered on a rolling basis until the position is filled.

The Women’s Law Project values a diverse workplace and will not discriminate on the basis of race, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military status, marital status, or any other characteristic protected by law.