

Director of Finance & Operations

Location: Remote in the United States

Salary: \$110,000 - \$120,000

Funders for Reproductive Equity (FRE) is pleased to seek applications and nominations for the position of Director of Finance & Operations.

ABOUT FRE

Funders for Reproductive Equity (FRE) is a thriving community of philanthropic partners focused on reproductive health, rights, and justice (RHRJ) in the United States and globally. This year marks FRE's 23rd anniversary as the only Philanthropy-Serving Organization (PSO) solely dedicated to the RHRJ movement. For over 20 years, FRE has served as an organizing body for RHRJ funders to work in coordination, understand one another's priorities, deepen their analysis of critical issues in RHRJ, mutually support one another, and practice aligned strategies. In 2018, FRE led a highly collaborative process involving staff, board, and members to develop its new long-term vision, which is to lead philanthropy and transform philanthropic culture to optimize resources for all people's freedom over their sexual and reproductive lives. Through its efforts, FRE aims to advance reproductive equity and justice, centering racial and gender justice, within philanthropy. Learn more about FRE at www.wearefre.org.

THE CALL TO ACTION

Our global community is experiencing an undeniable crisis moment in which reproductive health, rights, and justice have been attacked, stripped away, and weakened in unimaginable ways on an international scale. To counter these forces and forge ahead, the Reproductive Health, Rights, and Justice (RHRJ) movement has continued to build its community, strategy, collective organizing, resources, and resilience. Philanthropy needs to meet this growing need, strengthening its support of the bold and strategic work of RHRJ movement leaders who are centering the communities most affected by systemic injustice. As the core RHRJ philanthropy-serving organization, FRE is proud to serve as an integral piece in the fight for transformation and justice in this country and to continue to serve as a trusted resource for strengthening RHRJ grantmaking, providing valuable engagement and learning opportunities for its members, and actively organizing RHRJ philanthropy to prioritize intersectional issues within grantmaking.

To support its efforts, FRE is hiring a Director of Finance & Operations to serve as an integral member of FRE's leadership team and will be focused on building solid infrastructure to ensure FRE remains a thriving, sustainable organization advancing its vision, values, and strategic priorities for the long-term.

THE DIRECTOR OF FINANCE & OPERATIONS ROLE

The Director of Finance & Operations will report to the Executive Director and collaboratively lead FRE's assessment and strengthening of systems, policies, and practices; financial and operational management; and ensure a healthy, equitable, and effective digital workplace to support a diverse, dedicated, and fully remote team. The Director can expect to lead specifically in the following areas:

Assess and strengthen FRE's internal systems, policies, and practices to sustain the financial, operational, and organizational health of a small, growing remote team.

- Organize and conduct a thorough assessment of FRE's financial, human resources (HR), technology (IT), and other operational systems, practices, and consulting partners in these areas to explore opportunities for organizational strengthening to best support FRE's current and future needs.
- Adapt, streamline, shift or build systems, practices, policies, and identify partners to ensure they reflect FRE's current and values and growing needs, including specifically building a diverse, inclusive, and equity-centered remote workplace dedicated to intersectional racial, gender, and reproductive justice.

Oversee and lead ongoing financial, HR, IT, and operational activities. Proactively plan for, manage, and be responsive to the needs of FRE's team and partners.

Financial:

- Working in close collaboration with FRE's external accountant and in strategic consultation with FRE's Executive Director (ED), other FRE Directors, and the Board of Directors, develop and manage FRE's annual budget; review financial statements; and coordinate quarterly financial review meetings.
- Manage relationships with external financial and operations consultants and professionals, including FRE's accountant, auditor, and financial institutions.
- Ensure healthy financial controls.
- Support communication and reporting to the Board of Director's Audit and Finance Committees and to the Board Treasurer.
- Oversee FRE's programming and operational expenses and monitor income sources (e.g., grants, sponsorships, and membership fees); process grant and membership payments in collaboration with FRE's Development Director; and ensure excellent relations with all vendors and partners, including processing timely payments.
- Support tracking and management of event, grant, and program budgets.

Human Resources & People:

- In collaboration with the Executive Director, regularly monitor, address and support FRE's staff team needs, satisfaction, and well-being.
- Serve as FRE's liaison to benefit brokers and as the primary point person for employee benefit matters. Coordinate annual review and renewal of health, dental and life insurance and other benefits, ensuring benefits and benefit policies support and maintain a healthy, sustainable, and equitable place to work.

- Lead the procedure for a thoughtful, equitable, and development-focused performance review process and professional development practices.
- Manage adherence, assessment, and updates to FRE's employee handbook and HR policies, serving as the primary point person to support staff member questions, suggestions and/or related needs.
- Manage efficient, equitable, and supportive administrative onboarding of new staff members, including connecting new employees to FRE's internal systems and communications platforms, in collaboration with the Executive Director.

Technology:

- Lead ongoing assessment of the technology needs of a fully remote, digital workplace to consider new opportunities to connect and facilitate communication across the team.
- Oversee team use of project and files management, calendaring, and communications applications, including Google applications and team calendar, Dropbox, MailChimp, ClickTime, Zoom Conferencing, Slack, Asana, RingCentral, Adobe, SurveyMonkey, Salesforce, and others.

Operations:

- Serve as the primary operations and financial contact with all FRE consultants and vendors, including overseeing efficient and timely processing of invoices.
- Manage thoughtful, proactive communication with and oversee reimbursements and honoraria payments to speakers at FRE's conferences, virtual sessions and convenings, and to other programmatic partners. Ensure prompt, efficient, and supportive processes and payment to meet the needs of partners. The volume of payment varies, with significant increases related to FRE convenings and conferences.
- Manage or co-manage any consultants and administrative staff in the finance and operation areas in collaboration with the Executive Director.
- Working in close collaboration with FRE's Executive Director, lead the process to identify and retain potential operations-related consultants, including developing the relevant scope of work, request for proposals, conducting outreach, reviewing submissions, and managing consulting contracts.
- Serve as the primary contact for government agencies, as needed.
- Coordinate annual review and renewal of directors' and officers' liability, and general liability insurance policies.
- Work in close collaboration with FRE's Executive Director to plan for and coordinate quarterly Board meetings, including development of Board materials, communication, and filing of relevant agendas and minutes.

Serve as an organizational development lead. Support internal communications, planning, and team building for a small, close-knit, geographically distributed team.

- Working in close collaboration with the Executive Director, plan and help facilitate staff meetings, retreats, and team building activities.
- Working in close collaboration with the ED, identify and manage external facilitators, partners or other resources to support the team's needs.

- Build relationships of trust with team members, serving as an ongoing resource, thought partner, and thermometer for organizational and team needs.

QUALIFICATIONS:

While any candidate is expected to have a learning curve stepping into this role, the ideal candidate will have many of the following abilities, attributes, and experiences:

- Commitment to pursuing reproductive health, rights, and justice in a way that centers the communities most affected by systemic racial, gender, and other forms of injustice. Experience or strong familiarity working in the field of RHRJ and social justice. Understanding of RHRJ philanthropic community is a plus.
- Six or more years' experience in nonprofit finance and operations, with at least two years' experience in a leadership role and significant knowledge and understanding of nonprofit accounting and budgeting, HR, and technology.
- Demonstrated systems- and organizational thinking, with experience assessing and continuously improving systems, practices, and policies in values-aligned ways, including recognizing and responding to diverse needs on a team, supporting collaboration and communication, and encouraging an equitable, inclusive, and welcoming team culture.
- Experience supporting a remote, digital team.
- Experience identifying and managing consultants and contracts.
- Excellent organizational and project management skills with the demonstrated ability to manage and balance a wide range of projects, timelines, and responsibilities simultaneously. High level of detail orientation.
- Comfortable working independently and collaborating extensively within the context of a small, dynamic team. A thoughtful and caring relationship builder.
- Flexible and adaptable, with the ability to work within ambiguity and changing conditions and priorities.
- Passion and the sense of humor necessary for critical mission-driven work in a dynamic and rapidly evolving field.
- Team player who fosters a collaborative environment and shared commitment to a broader vision and goals.

COMPENSATION & BENEFITS

The annual full-time salary range is \$110,000 to \$120,000 and offers a generous benefits package that includes comprehensive medical, dental, and vision insurance, life insurance, generous paid time off, holiday schedule, and more.

APPLICATION INSTRUCTIONS

This search is being supported by Callie Carroll of CLC Endeavors. Please send application materials to <https://apptrkr.com/4688516>. Applications should include a resume and cover letter that communicates your interest and qualifications for the role. Applications will be reviewed on an ongoing basis until the position is filled.

Funders for Reproductive Equity values a diverse and inclusive workplace and strongly encourages Black, Indigenous, People of Color, women, transgender and gender-nonconforming people, and LGBTQ+ individuals, to apply. As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, prior conviction, arrest history, disability, marital status, veteran status, or age. Candidates are encouraged to apply even if they do not meet all the criteria.