

## Managing Director of Finance and Operations February 2021

### Who We Are

Third Sector is a 501(c)3 nonprofit organization that is transforming the way communities connect people with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for our communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$800 million in public funding to social programs that measurably improve lives. Our team of more than 40 employees works out of offices in Boston and San Francisco and is united by our [core values](#) (Respect, Rigor, Resourcefulness, Results, and Reflection) and our commitment to racial equity.

### The Role

Reporting to the CEO, the Managing Director of Finance and Operations is a member of the Executive Management Team and will lead the Finance and Operations functions of an \$8 million dynamic nonprofit organization. You will lead a team of Finance and Operations specialists and develop the team as Third Sector grows. You will ensure that sound fiscal processes are practiced throughout the organization, lead the organization in the development and implementation of fiscal policies and strategies, and be the point person that is responsible for the protection and best use of Third Sector's assets. This role is multi-faceted and requires a deep understanding of nonprofit finances.

### Your Responsibilities

The Managing Director of Finance and Operations will:

- Lead the annual budget process and multi-year strategic financial planning and analysis for the organization, including long-term scenario planning in collaboration with the Executive Team
- Oversee facility planning, IT, systems development, HR compliance, organizational policies, and insurance
- Ensure Third Sector is a good steward of all resources and that all financial processes are in compliance with laws, regulations, and grant requirements
- Be responsible for accurate and timely reporting for all financial systems and operations including cash, revenue, invoicing, reporting, and auditing
- Lead and mentor the Finance and Operations teams
- Represent Finance and Operations on the Executive Team, ensuring integration and alignment between Finance and all other departments including Revenue, Client Services, and Talent/DEI

- Proactively educate all members of Third Sector on finances and budget; ensure staff understanding of and compliance with all Finance and Operations policies and procedures
- Present financial information to Management, Board committees, and the Board of Directors
- Other projects the Managing Director identifies as needed to support a growing organization

### Desired Experience and Skills

10+ years of professional experience in nonprofit financial leadership roles are required, in addition to:

- Experience as a CFO or Director of Finance in an organization of similar size and complexity
- Strong experience in strategic financial planning and analysis, budgeting, and forecasting
- Experience in building systems and creating efficiencies
- Excellent communication skills
- Ability to explain financial information to non-finance staff
- Understanding of multiple revenue streams including federal, state, and foundation funding
- Strong Excel skills; knowledge of QuickBooks and Salesforce
- Comfort in working within a fast-paced, collaborative environment across multiple locations
- Knowledge of a consulting firm's financial model is suggested but not required

### How We Recruit Great Team Members

We are committed to creating a process that is equitable and inclusive and that helps us build a diverse team. Our recruitment process stages are outlined below. Once the interview process begins, it typically takes about 4-6 weeks for final decisions to be made and communicated. We will be conducting all interviews on Zoom. Our hiring process includes these steps:

- The submission of a resume and cover letter which addresses the following questions:
  - What draws you to this position at Third Sector?
  - What drives your interest and commitment to strategic Finance and Operations in a mission-based organization?
  - What relevant accomplishments and skills have you gained from your educational and work experiences?
- After an initial conversation with our recruiting partner (see more below), candidates will meet first with our CEO, Caroline Whistler, before moving on to technical interviews with our Finance and Operations teams.
- Our goal is for finalists to have exposure to our full team, and we will host a Q&A session with all staff (virtually) for finalist candidates. Finalists will also have the opportunity to interview with one or more Board members before we conduct reference checks and move towards an offer letter.

We are committed to transparency throughout this process.

This is a full-time position. While the majority of our Finance and Operations teams are based in Boston, we are open to permanent remote working arrangements. The FLSA status for this position is exempt with a salary range of \$157,000 - \$191,000. Starting salary is determined by experience level within this



range. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services and more.

During the coronavirus pandemic, Third Sector staff are currently working remotely until September 2021 and we welcome applicants from any U.S. location.

Applications will be accepted and reviewed on a rolling basis. This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit a resume and cover letter detailing their qualifications for the position and their interest in Third Sector's mission by emailing [careers@larnellvickers.com](mailto:careers@larnellvickers.com) with all documentation.