

## Sample Managing Director, Finance and Administration Job

### Description

(Medium organization—budget between \$3 million and \$10 million)

#### Position Description

**XYZ Nonprofit**

**Managing Director, Finance and Administration**

#### Organization

Founded in 1988, XYZ Nonprofit's mission is...

We do this by.....

Revenues \$3M-\$10M

For more information, please visit [www.XYZnonprofit.org](http://www.XYZnonprofit.org)

#### Position

Reporting to the Executive Director, the Managing Director of Finance and Administration will implement the infrastructure and systems needed to support strategic objectives. S/he will be responsible for the oversight of administrative and financial systems, including finance, accounting, information technology, human resources, communications, teacher recruiting, and physical infrastructure. As a member of the senior management team, the Managing Director of Finance and Administration will be involved in a range of strategic planning and internal initiatives.

S/he will work closely with the Executive Director and the senior management team in developing XYZ Nonprofit's strategic plan. The Managing Director of Finance & Administration will act as the primary liaison to the Board of Directors' Finance Committee, working closely with the Committee to strengthen XYZ Nonprofit's financial position and other items as required. S/he will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

#### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### **New York**

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

This executive will have direct management responsibility for a staff of 6, which includes a Business Manager, Director of Recruiting, and the Director of Communications.

## **Responsibilities**

### **Finance & Budgeting**

The Managing Director of Finance and Administration will have overall financial management responsibility, including the review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the Executive Director and Board of Directors. S/he will oversee budgeting, financial forecasting, cash flow, and coordination of audit activities as well as accounts payable and receivable. The ideal candidate will not only be able to reconcile financial activities, but should also be skilled at capturing key data and processes in order to demonstrate the relationship between XYZ Nonprofit's goals and resulting fundraising needs.

### **Administration/Operations**

The executive will serve as a partner to the Executive Director on the organization's administrative and operational processes, with a goal of continuously developing and improving systems. S/he must evaluate and improve XYZ Nonprofit's information technology infrastructure, implementing new technologies to support key capabilities as required for future growth, and support and drive key Human Resource initiatives.

In addition, s/he will have overall responsibility for recruitment of staff. This will include marketing, operations, and management of this process. The Managing Director of Finance & Administration will also partner with the Executive Director and the rest of the management team to ensure that the focus remains on the organization's mission while maintaining the culture that makes XYZ Nonprofit unique.

## **Qualifications**

The Managing Director of Finance and Administration will have at least 10+ years of experience, with at least five years managing the finance and administration of a \$5 million to \$10 million organization or business unit. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas. The Managing Director of Finance and Administration must harness technology solutions in order to more quickly and efficiently communicate resources needed for key activities and performance against plans. Working knowledge of public education would be helpful, but not mandatory. Nonprofit experience is a plus, with a strong preference for someone who has operated in a fast growing environment that has limited budgets and resources.

Other qualifications include:

- Demonstrated experience in financial management and accounting
- Experience with audit, legal compliance, and budget development
- Organization development, human resources management experience
- General management skills
- Proven effectiveness managing others, empowering them to make decisions
- Technologically savvy, with experience overseeing information technology staff or vendors
- Experience effectively communicating key data, including presentations to senior management, the Board or other outside partners/influencers/clients
- Success seeing beyond the numbers, identifying trends and new possibilities
- Bachelor's degree required, advanced degree and/or CPA preferred

### Personal Characteristics

- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral
- Demonstrated resourcefulness and good judgment
- Hands-on, leads by example
- Values diversity of thought, backgrounds, and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as team develops
- Connection to XYZ Nonprofit's mission

**Bridgestar** ([www.bridgestar.org](http://www.bridgestar.org)), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.