



Senior Director of Finance and Administration Job Description

Job Title: Senior Director of Finance and Administration
Reports to: Executive Director
Location: San Francisco

Tawonga's Mission

Founded in 1925, Camp Tawonga is a national model for non-denominational Jewish camping, education and year-round experiences. The agency has created a loving community that fosters high self-esteem and a deep connection to nature, community and Jewish life. We run programming at our residential campsite next to Yosemite National Park and in the Bay Area, serving 3,500 people a year.

Job Purpose

The senior director of finance and administration is a critical member of the organization's management team, providing leadership and guidance across finance, human resources and general administration. This includes ensuring that the organization's fiscal health and financial accountability, legal and compliance obligations, technology systems, employee-relations activity and day-to-day administrative needs are led successfully.

The position reports to the executive director and is a strategic partner with the entire leadership team. The role provides significant support to the camp director and development director and plays a role in achieving a safe and joyful-program experience.

Job Responsibilities

The senior director of finance and administration leads a team of two staff members to accomplish the following objectives:

- **Fiscal Management**
 - Manage annual agency budget of \$6 million, working with the executive director to create a yearly budget for review and approval by the Board of Directors.
 - Manage capital campaign budget and data.
 - Provide high-quality fiscal management throughout the year, tracking income and expenses, reporting monthly progress to budget and highlighting issues and areas for focus.
 - Plan financial projections for both the agency as a whole and for existing and potential program analysis.
 - Ensure compliance with external requirements and regulations, including annual audit, tax return reporting and all state and local filings.
 - Manage all accounting functions to ensure outstanding services and appropriate controls for payroll, payables, receivables and cash management.

- o Provide financial support to programs, including models for grant proposals and financial reporting for funders.
 - o Monitor and manage the agency's investments, including collaborating with the Board to select and monitor investment managers, and investing short-term cash.
 - o Manage insurance policies and vendors, including general liability, employment practices and workers'-compensation policies.
 - o Managing key banking relationships.
- **Information Technology / Office Operations**
 - o Manage office operations in San Francisco, including space planning.
 - o Ensure appropriate computer tools and connectivity, including internet and phone systems. Support devices employees use to access systems, including computers, tablets and phones.
 - o Ensure systems and data are secure from outside threats.
 - o Select and manage technology vendors to accomplish these goals.
- **Human Resources**
 - o Manage all employee programs, including but not limited to benefits, performance reviews, recruiting administration and development tracking.
 - o Provide employee relations support to ensure employees have accessible access to information to address non-programmatic questions or concerns, resolve conflict and access learning.
 - o Support the culture of the organization with thorough and thoughtful communication, group activities and essential resources.
 - o Manage, monitor and communicate Tawonga's benefit programs, ensuring the best possible benefits in the context of available resources.
 - o Support hiring and termination processes and systems.
 - o Lead the finance team to ensure quality work and individual growth.
 - o Provide mentorship to staff to ensure continuous learning, accurate work and a positive environment.
 - o Know the staff members in each reporting group and ensure they have clear expectations and appropriate feedback and development.
- **Buildings and Grounds**
 - o Support construction budgets to ensure development to spec and within established cost parameters.
 - o Support the camp director in working closely with project management of building and grounds and capital projects.
 - o Track building and capital budgets and report regularly.
- **Board Interface**
 - o Provide administrative preparation and leadership to Board of Directors, finance committee, audit committee and campership committee.
 - o Participate in meeting planning and agendas, in collaboration with the executive director and Board chair. Attend Board meetings as necessary.
 - o Work closely with the Board treasurer to ensure reporting formats meet fiduciary requirements.
 - o Document meetings and actions through minutes and resolutions.

Qualifications

The successful candidate will have:

- Seven plus years of financial and accounting experience in a leadership role
- A formal finance and accounting education, equivalent to a Masters Degree in Business Administration
- Experience supervising administrative, finance and human resources staff, and a commitment to growth and mentorship of reporting staff
- Both for-profit and non-profit experience and/or exposure
- Previous experience interfacing with a Board of Directors
- Experience coordinating the budgeting process for a substantial organization
- Excellent project management skills, including the interest and ability to participate in cross-functional planning and problem-solving
- Excellent oral and written communication skills, including the ability to communicate complex information to diverse audiences
- Intellectual curiosity that leads to understanding and optimizing the financial, administrative and human resource aspects of the organization
- Respect for all co-workers coupled with a collaborative approach to work.
- Organized, flexible, reliable, goal-oriented and dependable
- A strong work ethic with the ability to thrive in a collaborative, team-based decision-making environment and to work both independently and as part of a team

Compensation and Benefits

- This is a full-time, exempt, year-round position.
- Salary is commensurate with experience.
- Camp Tawonga offers excellent benefits, including including medical, dental, life insurance, retirement, paid annual vacation and sick time and paid time off for secular and Jewish holidays.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer and prohibits unlawful discrimination in accordance with federal, state and local laws. We value diversity and are committed to being an inclusive environment for all employees and to building a team that represents a variety of backgrounds, perspectives and skills. All employment is decided on the basis of qualifications, merit and organizational need.

To Apply

To ensure consideration, please submit a cover letter explaining your qualifications for and interest in the position, a resume and salary requirements. Send applications to liz@tawonga.org with "Senior Director of Finance and Administration" in the subject line. Applications will be accepted on a rolling basis through August 1, 2019.