

**About the Position**

MRG Foundation is looking for an experienced, accessible, and collaborative Finance and Operations Director to join our team! Our ideal candidate is excited to effectively combine a strong racial justice analysis with sound financial management and organizational development work and extremely comfortable moving back and forth between big picture strategy and minute details. MRG's Finance and Operations Director will also be enthusiastic about the power of social justice philanthropy, inspired by MRG's vision for a just and joyful world, and eager to effectively manage a high level of variety and complexity.

The Finance and Operations Director is responsible for ensuring that MRG has the systems, structures, and resources needed to accomplish our mission. The FOD will work closely with MRG's staff and leadership to oversee all operational and administrative functions including finance and investments, organizational development and planning, human resources, governance, capacity building, communications, data and information systems, and facilities.

This is a full-time (35 hours a week) position with some seasonal fluctuation of hours. Salaried/exempt. Requires occasional weekends and evenings, and some in-state travel. Reports to the Executive Director. Supervises Office Manager, Communications Manager, Capacity Building Director, and Program Associate.

**About MRG Foundation**

MRG Foundation is Oregon's leading funder of social, racial, economic, and environmental justice groups. In the coming year, we'll award \$825,000 in grants, host nearly a dozen thought-provoking and inspiring events, and provide more than 1,000 hours in technical assistance to grassroots social change groups.

MRG is led by people of color and we make grant decisions through a unique, activist-led process that prioritizes funding to organizations led by those who are most impacted by injustice, including people of color, people living with disabilities, women, LGBTQ individuals, and low-income people. Our grantmaking decisions are made by a volunteer committee of community-based organizers who are directly involved in developing long-term solutions to complex social justice issues.

MRG's finance and admin team – which includes our Executive Director, Office Manager, and volunteer Finance Committee – works closely with a contract bookkeeper and investment managers throughout the year, and with a CPA for our annual audit and 990 filings. This year's

annual budget is \$1.8 million and our asset base is currently \$7 million, held in a combination of permanently, temporarily, and unrestricted net assets.

## **Summary of Responsibilities**

***Finance and Investments:*** *Ensure MRG maintains sound financial health and long-term sustainability.*

- Analyze and present financial statements and investment reports.
- Prepare and monitor annual budget.
- Oversee annual audit and financial reporting.
- Manage short and long-term financial forecasting models. Provide analysis and information for organizational, strategic, and financial planning.
- Recruit, train, and provide staff support to the Finance and Investment committees.
- Ensure staff and board have a good understanding of MRG's finances and are well informed and empowered to effectively engage in financial discussions and decisions.
- Serve as primary liaison to bookkeeper, auditor, and financial advisors.
- Monitor compliance with investment and finance policies and procedures. Direct updates and revisions as needed.
- Oversee and implement effective risk management strategies.

***Organizational Development and Planning:*** *Ensure MRG's work is closely aligned with our mission, vision, values, and political analysis; and strategically geared to achieve our desired impact.*

- Create opportunities for MRG to deepen our understanding and implementation of our racial justice lens, multi-generational toolbox, and overall intersectional oppression analysis.
- Direct strategic, organizational, and programmatic planning efforts in partnership with the ED, staff, and board. Ensure activities are integrated between administration, programs, fundraising, and communications.
- Lead organizational research and impact evaluations. Support programmatic evaluations and reporting.

***Operations and Governance:*** *Ensure MRG has the organizational infrastructure (organizational systems, processes, and resources) and effective governance needed to achieve MRG's mission.*

- Partner with ED to recruit, orient, and provide staff support to the Board and Executive Committee.
- Oversee and support Office Manager's implementation of information and data systems, technology, administration, and facilities management. Ensure alignment with MRG's values and programmatic and development needs.

- Oversee and support Communications Manager's implementation of communications plans and systems. Ensure the external representation of MRG reflects our commitment to activist led grantmaking, racial justice, and social change organizing.
- Oversee and support Capacity Building Director's implementation of MRG's Capacity Building Initiative. Provide support and coaching to grantees on Finance and Operations as needed.

**Staff and Workplace:** *Cultivate a strong, multicultural work environment that encourages learning, innovation, and leadership development; and fosters respect, clear communication, and mutual support among staff.*

- Manage staff hiring, orientation, professional development, and evaluation processes.
- Oversee personnel policies and procedures. Manage updates and revisions as needed.
- Direct personnel benefits and staff compensation structures. Ensure compliance with legal requirements and alignment with organizational values, goals, and long-term sustainability needs.
- Serve as an ambassador for MRG at community and grantee events, MRG-hosted gatherings, and foundation programs and events.

## **Qualifications**

- A strong racial justice analysis; a passion for social, economic, and environmental justice; and a commitment to progressive philanthropy and activist led grantmaking.
- Collaborative nature with a high capacity for working effectively in a team setting and seeking out and incorporating leadership and direction from boards, committees, and other staff.
- Supervision experience, with a demonstrated ability to work closely and effectively with people from different cultural and class backgrounds and across generations.
- Strong working knowledge of non-profit finance and bookkeeping, operations, and administration.
- Excellent communications skills with a high degree of comfort and experience analyzing and clearly communicating complex financial information to a variety of audiences with differing levels of financial expertise.
- Experience facilitating strategic planning processes.
- Exceptional project management skills including an ability to manage complex timelines, meet deadlines, coordinate multiple projects simultaneously, and prioritize tasks.
- Strong computer skills with a high degree of comfort with data management systems and Excel spreadsheets.
- Experience working with communities of color and social change organizing experience a plus.

## **Salary and Benefits**

\$55,000 - \$65,000 per year (35 hours per week), depending on experience. Excellent medical and dental coverage. Generous vacation, holidays, and sick leave.

## **How to Apply**

Submit a resume and a cover letter explaining your qualifications and interest in this position. Your cover letter should be no more than two pages and should include your responses to these two questions:

1. MRG is committed to racial and social justice. How would you integrate these values into finance and operations work?
2. What do you think the role of other staff and organizational leaders is in finance and operations?

Position will remain open until filled. Deadline for consideration in the first review of applications: 9:00 a.m. on Monday, October 19. Email your application to [katherine@mrgfoundation.org](mailto:katherine@mrgfoundation.org). Interviewees will be asked for three references.

To learn more about MRG visit [www.mrgfoundation.org](http://www.mrgfoundation.org). Questions about the position or application process? Contact Sharon Gary-Smith at [sharon@mrgfoundation.org](mailto:sharon@mrgfoundation.org) or 503-289-1517.

*MRG is an equal opportunity employer committed to affirmative action and accessibility. We are a racially, ethnically, and culturally diverse and inclusive organization. People of color, women, people with disabilities, and LGBTQ candidates are encouraged to apply. If you need any accommodations to participate in the application process please let us know.*