

Finance & Operations Director Job Announcement

April 2021

Position Type:	Full Time - 40 hours per week
Classification:	Salaried/Exempt
Reports To:	Executive Director
Salary Range:	\$72,000 to \$82,000/year DOE
Benefits:	100% of medical, dental, vision for the employee and their spouse and/or child(ren). Life and long term disability insurance. Generous retirement plan, paid sick time, vacation, holidays, and access to a discretionary wellness fund.

Organizational Overview

MRG's mission is to inspire people to work together for justice and mobilize resources for Oregon communities as they build collective power to change the world. And we've been at it since 1976.

We are a participatory grantmaking organization supporting grassroots and emergent nonprofit groups whose work benefit communities that call Oregon home. Our grantees fight for racial, social, environmental, disability and gender justice, and we prioritize funding groups that are led by Black, Indigenous and people of color, women and folks of marginalized genders, LGBTQIA+ folks, low-income communities, young people, and immigrants and refugees.

We are a small-staff organization experiencing tremendous growth and development. We have many big projects in the wings – such as a capital campaign for a building purchase and a Community Fund program – and the Finance and Operations Director will be responsible for moving us forward effectively and efficiently.

Position Overview

MRG Foundation is looking for an experienced, accessible, and collaborative Finance and Operations Director to join our team. Our ideal candidate will effectively combine a strong racial justice analysis with sound financial management and organizational operations oversight. 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.

The Finance and Operations Director is responsible for ensuring that MRG has the systems, structures, and processes needed to accomplish our mission and live our values. They will work closely with MRG's Executive Director to manage all finances and investments, operations,

human resources, governance, data and information systems, and facilities. The position requires occasional weekend and evening work, and some in-state travel.

The position may supervise others in administration and program support and is the primary liaison to the Board of Directors and the Finance and Investment committees.

Summary of Responsibilities

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

- Responsible for managing MRG's financial systems, including long-term investments, MRG's endowment, the Community Fund program's finances and other donor restricted funds, day-to-day financial oversight, and contractual obligations
- Manage accounts receivable and payable, deposits and day-to-day financial transactions
- Partner with our investment advisor firm and bookkeeper to prepare and present financial statements and investment reports to staff, the Finance and Investment Committees, and Board in order to maximize the organization's agility in managing its money to meet the mission
- Prepare and monitor annual budget with the involvement and buy-in of MRG staff and Board
- Oversee annual audit and financial reporting and 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

Governance: *Ensure MRG has effective governance needed to achieve MRG's mission.*

- Recruit, train, and provide staff support to the Finance and Investment committees
- Provide support and coaching to staff and board members on organizational finances
- Partner with ED to recruit, orient, and provide staff support to the Board and Executive Committee

Operations and Human Resources: *Cultivate a strong, multicultural work environment that encourages learning, innovation, and leadership development; and fosters respect, clear communication, and mutual support among staff. Ensure the organizational infrastructure (organizational systems, processes, and resources) is up to date and serves MRG staff.*

- Ensure functional, efficient operation systems for MRG's office and programs, including procurement and management of data systems, technology, and tools. Ensure legal compliance and alignment with MRG's values and programmatic and development needs.
- Contribute to creating a positive, collaborative staff environment in service to MRG's mission
- Manage staff on-boarding, orientation, professional development, and evaluation processes

- Oversee personnel policies and procedures guided by a strong commitment to social justice and liberation. 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.

Other duties

- Provide support and guidance to grantees on finance and operations as requested by MRG staff and committees.
- Attend meetings and perform various administrative tasks
- Seek out and attend professional development opportunities
- May supervise staff, volunteers or interns, if needed

Required qualifications and skills

- Maintains a high degree of integrity and is an honest and forthright individual with an upfront and direct management style
- Seven-plus years of experience in financial management of a nonprofit or foundation
- Seven-plus years of experience with responsibility for managing operations for organizations with at least five staff members
- Working knowledge of long-term financial planning while ensuring maximum flexibility for the organization to meet its mission
- Ability to translate financial information into useable management tools for the organization
- Ability to facilitate and support committees, staff process and interactions with donors and board members in a manner that conveys the values of MRG and gets to mutually agreed-upon outcomes
- Ability to retain confidentiality and promote the shared values of the organization
- Excellent written and verbal communication skills

Desired qualifications and skills

- Strong understanding and analysis of intersectional oppression and liberation
- Experience with public relations, press and public speaking
- Ability to communicate in other languages

Application Information

Information Session

We will have an information session for those interested in hearing more about the job.

When: April 21, 2021 at 3:00 p.m.

Where: Zoom!

How: [Pre-register for the information session by clicking on this link.](#)

After registering, you will receive a confirmation email containing information about joining the meeting. ***Please note that we don't have the ability to hide your name from the participant list, so make sure you rename yourself before joining if remaining anonymous is a priority for you.***

How to Apply

For priority consideration, please send **the following no later than Sunday, May 2, 2021 to jobs@mrgf.org.**

- Résumé.
- Cover letter addressing how your experience relates to the position.
- Three references (we will not contact them without your prior approval)

Please Note: This position is located in Portland, OR. We currently do not have a relocation package. Candidates invited for interview will need to address whether they have the ability to be bonded.

MRG is an equal opportunity employer committed to affirmative action and inclusion. We are a racially, ethnically, and culturally diverse and inclusive organization. People of color, women and folks of marginalized genders, people with disabilities, and LGBTQ candidates are encouraged to apply. If there's anything we can do to make the application process more inclusive and easier to navigate, please contact us.