



## Washington State Community Action Partnership

# Finance and Operations Director

## Position Summary

The Washington State Community Action Partnership (WSCAP) is the state association of Washington State's 30 Community Action Agencies. We are standing in our roots in the War on Poverty as we focus on breaking down the structural barriers holding people and communities back from realizing their potential. Community Action works to stabilize and equip families and individuals to exit poverty. Collectively, CAAs impact over hundreds of thousands of low-income Washingtonians every year in all 39 counties through a variety of community-based services.

WSCAP's new Executive Director is hiring for a Finance and Operations Director who will be a close partner in strategic decision making and operations as WSCAP implements a five-year Strategic Plan and grows its focus on Equity, Diversity, and Inclusion.

The Finance and Operations Director will work with the Executive Director and with state, regional, and federal partners to provide training opportunities and technical assistance services to our members. They will also have a lead role in managing WSCAP's finances and budget, coordinating quarterly meetings of CAA Executive Directors, developing and monitoring state/regional training plans in accordance with grant requirements, maintaining a robust website. This is an opportunity for a finance and operations leader to maximize the impact of a network of leaders working to eliminate poverty in their communities. This role interacts with and supports numerous workgroups of the association including: Finance, HR, and IT Directors; PR & Development, Weatherization, as well as program and frontline staff. Additionally, this role interfaces with the Washington State Department of Commerce, the U.S. Department of Health and Human Services Office of Community Services, and several national association partners. A variety of standing committees, projects and disappearing task forces are active on an on-going or as-needed basis. This role will assist with the coordination, record keeping and scheduling of these groups.

The successful candidate will be a hands-on and participative manager and will work with the Executive Director to support organizational finance, business planning and budgeting, human resources, and operations.

### Washington State Community Action Agencies

- Benton Franklin Community Action Committee
- Blue Mountain Action Council
- Byrd Barr Place
- Chelan-Douglas Community Action Council
- Clark County Dept. of Community Services
- Coastal Community Action Program
- Community Action Center
- CAC of Lewis, Mason & Thurston Counties
- Community Action Partnership
- Community Action of Skagit County
- El Centro de la Raza
- Hopelink
- HopeSource
- Kitsap Community Resources
- Lower Columbia CAP
- Metropolitan Development Council (MDC)
- Multi-Service Center
- Neighborhood House
- Northwest Community Action Center
- OIC of Washington
- Okanogan County Community Action Council
- Olympic Community Action Programs
- Opportunity Council
- Pierce County Human Services
- Rural Resources Community Action
- Seattle Conservation Corps
- Snohomish County Human Services Dept.
- Solid Ground
- SNAP
- Washington-Gorge Action Program

## Essential Duties and Responsibilities

- General day-to-day operations of the organization; coordinate, manage and monitor the workings of various projects in the organization
- Oversee and coordinate all events, including all meetings and trainings
- Assist with the work of the Board of Directors and its Committees
- Manage a 4-state contract including fiscal oversight, program deliverables, and reporting within federal guidelines.
- Monitor all additional contracts to assure progress towards meeting program goals, objectives, and spending projections.
- Ensure the timely and accurate preparation of reports required by funding sources.
- Responsible for ensuring agency compliance with all policies and regulations.
- Coordinate with bookkeeper on all financial, project/program and grants accounting
- Coordinate the annual financial review, liaise with reviewers and the Finance Committee of the board of directors
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve overall procedures in coordination with ED and WSCAP Board of Directors.

## Mandatory Qualifications

- A desire to work in community with a small team of people dedicated to bettering the lives of people throughout Washington State.
- A willingness to regularly engage in conversations about racial inequity and other systemic barriers to poverty reduction.
- A drive to make sure Washington State's Community Action Agencies have what they need to win the War on Poverty in their communities and build the relationships across sectors that will change our communities for the better.

## Further consideration will be given to candidates who can demonstrate:

- Leadership capability in nonprofit financial management, human resources, capacity building, adult education, or similar administrative functions
- Experience working in or with a funding agency, understanding of RFP and allocation processes, including contracting and grant monitoring
- Management of state or federal grants and/or contractors
- Knowledge of trends, policies and other issues relating to poverty and the impacts of racism, sexism, and other systemic inequities
- Ability to identify and employ useful tools and techniques to plan and organize work and use resources effectively

- Proficient use of Microsoft Office applications
- Experience working with governing bodies, including boards of directors, advisory boards, commissions
- Knowledge of Washington State

*This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change. This role requires some travel both in and out of state for trainings and meetings. Personal vehicle mileage for work-related travel is reimbursed.*

## **Salary and Benefits**

Starting salary range is \$70,000-80,000. WSCAP also offers:

- 5 days of Administrative Leave for any purpose
- 11 holidays (Washington State Holiday calendar, plus Christmas Eve)
- 12 days each of personal and sick leave (accrued annually over each pay period)
- Employer contribution to SEP-IRA
- Tax-free monthly reimbursement for insurance premiums and qualifying out-of-pocket expenses

## **How to Apply**

Please submit your resume and a letter of introduction that summarizes your interest and qualifications for this position. This position is open until filled. Priority will be given to applications received prior to Monday, December 16.

Electronic submissions should include ***Finance and Operations Director*** in the subject line and be sent to: [jobs@wapartnership.org](mailto:jobs@wapartnership.org)