



The Gathering Place®
a refuge for rebuilding lives

DIRECTOR OF FINANCE AND OPERATIONS

www.tgpdenver.org

Guiding Principles

Founded in 1986, The Gathering Place is the only daytime drop-in center in metropolitan Denver that serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance. We refer to the people who access programming and services at TGP as "members," to reflect our community-centered and inclusive practices.

Reports to: President/CEO

Department: Internal Resources

Status: Full-time, Exempt

****In accordance with the [public health order](#) issued by the City of Denver, all TGP staff, volunteers, and contractors must be fully vaccinated. *Vaccination for COVID-19 is now a requirement to work and volunteer at The Gathering Place.* ****

Position Overview: The Director of Finance and Operations is primarily responsible for ensuring the strength and health of the organization through sound financial and operational management. This includes activities to ensure the smooth functioning of the organization on a day-to-day basis; directing budgeting and accounting functions; and ensuring TGP's facility, equipment, and technology are able to meet current and future organizational needs. The Director of Finance and Operations is expected to advance the organization's efforts in identifying and implementing operational improvements to increase efficiency, maximize use of agency resources, and strengthen the organization's ability to fulfill its mission. The Director of Finance and Operations also provides meaningful support to the organization's executive team, which includes the President, the Vice President of Programs & Services and the Vice President of Resource Development, to advance the organization and achieve strategic goals.

Supervisory Duties: Recruits, hires, trains, and provides on-going supervision to operations and accounting staff in the Internal Resources Department, and also manages contractors and vendors in those functional areas.

Essential Duties and Responsibilities:

Financial Management: Primarily responsible for administration and management of the organization's finances and financial record-keeping systems. Create, coordinate, and evaluate the financial programs and supporting information systems to ensure financial accountability and compliance with generally accepted auditing and accounting standards.

- Provide oversight to all accounting functions including payroll, cash management, bank reconciliations, investment accounts, preparation of financial statements, accounts payable, and accounts receivable.
- Facilitate the annual budgeting process, working in close collaboration with the President and other members of the agency's executive team.
- Monitor the agency's finances on an ongoing basis and compare the agency's actual performance with budgeted amounts and estimated revenues and expenses; research and provide explanations for variances as needed.
- Ensure proper internal controls for financial management are maintained and followed, and maintain the integrity of the organization's funds.
- In consultation with development and program staff who have responsibility for utilization and reporting on designated grants and government contract awards, determine and implement processes for tracking and reporting of associated expenses and revenues, including allocations of shared and indirect costs; provide regular updates and reports on the use of such funds to responsible program and development staff to support effective and collaborative management of designated awards.
- Provide support to development and program staff in developing project budgets for funding proposals, ensuring that proposed budgets are inclusive of all allowable relevant costs.
- Serve as lead staff person in coordinating the annual audit; in conjunction with TGP's accountant, prepare year-end schedules needed for the audit, such as functional expense allocation and net asset roll-forward.
- Prepare financial reports and other reports as needed for the Board Finance & Audit Committee; attend monthly Finance & Audit Committee meetings.
- Provide consultative support to the President and other members of the executive team for planning initiatives through financial and management information analyses, reports, and recommendations.
- Along with the Human Resources Manager, provide consultative support in decision-making regarding employee compensation and benefits.
- Analyze cash flow, cost controls, and expenses and guide the President with respect to financial matters.
- Analyze financial statements to identify variances, discrepancies, and financial issues needing resolution.
- Review all bank statements and financial statements.
- Establish and maintain lines of communication with the organization's financial institutions; make recommendations about banking accounts and banking decisions as needed.

Facility and Office Management and Administration: Oversee administrative functions to ensure quality, compliance, and risk management for the organization. Provide general administration and oversight of organization office equipment and data systems, including accounting, fundraising, and program/case management databases.

- Manage all office equipment and technology. With support of the Data and Operations Coordinator, schedule maintenance and repairs when needed; troubleshoot basic technical issues with computers, phones, and internet; coordinate and assist with set-up of office equipment and technology for new hires.
- Identify, develop, and implement business processes, policies, and procedures needed to improve day-to-day operations and financial management.
- Provide support to TGP's Executive Team in identifying solutions to logistical and operational challenges, and managing implementation of agreed-upon solutions.
- Oversee sales tax, inspections, and insurance programs.
- In conjunction with the President/CEO, ensure appropriate risk management for the organization, including assessing organizational risks and taking appropriate steps to eliminate, minimize, and mitigate risk as appropriate.
- Administer TGP's accounting and fundraising database systems, including user management and security roles, to ensure proper internal controls and segregation of authority.
- In conjunction with Data and Operations Coordinator, ensure data of program services is recorded in a timely manner, and that data collection practices are aligned with organization needs for reporting and program evaluation functions. Develop and maintain a strong understanding of reporting and other core features of program services database, in order to provide meaningful support and work direction to the Data and Operations Coordinator.
- Obtain and maintain required business licenses and certifications.
- Maintain a thorough understanding of all organization liabilities and obligations, including bank loans and legal contracts; review contracts and lease agreements to ensure organizational interests are protected and future obligations are well-understood. Create and implement systems to ensure compliance with obligations as needed.
- Ensure vendor contracts for financial, IT, facility, and related services are cost-effective and meeting organizational needs. With approval of the President/CEO, negotiate new vendor contracts, obtain competitive bids for services, and make recommendations for new or modified service contracts.

Information Technology, Facilities, and Infrastructure: Oversee day-to-day technological and facilities operations; plan for long-term needs and necessary modifications and improvements to equipment and infrastructure; and ensure IT infrastructure is well-maintained and appropriate for organizational needs. Ensure facilities are adequately maintained to provide a safe and productive environment.

- Provide work direction and supervision for staff and vendors responsible for the maintenance and repair work of facilities, technology, and other equipment.
- In conjunction with IT vendors, plan and ensure implementation of new technological modifications to ensure the organization's technology equipment and infrastructure is secure, reliable, and able to meet current and anticipated technological needs of the organization.
- Create and maintain asset inventories and lifecycle management plans to ensure organizational infrastructure and equipment assets remain up to date and in good repair.
- Oversee company security programs to guard against theft, vandalism, or other threats against the organization or its employees.
- Plan, coordinate, and oversee capital improvement, replacement, and repair projects.
- Ensure effective coordination and completion of special projects that enhance the safety, utility, and aesthetics of the physical building.

- Serve as an emergency point-of-contact for facility, IT, or other operational emergencies outside of normal business hours.

Other responsibilities:

- Maintain continuous lines of communication, keeping the President informed of all critical issues.
- Communicate effectively with staff across the agency to ensure operational activities and goals are well coordinated with other departments and prioritized effectively to best support the work of the organization in meeting overall goals.
- Provide meaningful support to the agency's executive team in the development of long-term and annual strategic plans, including providing analysis of organizational capacity and resource needs to meet strategic goals.
- Contribute to maintaining a positive, constructive, and safe environment.
- Resolve conflicts with other staff and volunteers in a direct and timely manner.
- Other duties as assigned by supervisor.

Job Qualifications

Knowledge, Skills, and Abilities

- Excellent knowledge of finance, accounting, budgeting, and cost control principles.
- Demonstrated high level of integrity, including impeccable confidentiality, and a commitment to equity and inclusion.
- Demonstrated good judgement, and strong analytical and problem-solving skills to enable and support effective, solution-focused decision-making.
- Demonstrated ability to proactively identify organizational needs, and develop and execute short-term and long-term strategic plans to address those needs, particularly with an understanding of systems and a view of the "big picture."
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Demonstrated track record of flexibility; ability to adapt and react quickly to unexpected changes, prioritize tasks with excellent organization skills and time management skills, anticipate problems, provide creative solutions, and meet deadlines in challenging situations.
- Excellent interpersonal skills supported by a high degree of emotional intelligence, including the ability to lead and communicate with transparency, humor, and empathy.
- Proven ability to lead and supervise a diverse staff.
- Ability to effectively present information and respond to questions from a wide variety of stakeholders.
- Highly organized and detail-oriented, with the ability to effectively prioritize and manage multiple projects.
- Ability to serve as a consultant and advisor to peers and members of the Board of Directors.
- Flexible and adaptable, including a willingness to pitch in and help where needed to keep the organization running smoothly.
- Highly proficient in MS Office applications, and particularly in Excel
- Strong computing skills and familiarity with database programs; experience with Blackbaud Financial Edge and Social Solutions ETO are a plus.

Education or Formal Training

- Bachelor's degree in Accounting, Finance, Business Administration or related field; Master's degree preferred.
- Directly relevant work experience may be substituted for degree on a case-by-case basis.

Experience:

- At least five years' experience leading accounting and operations functions, with at least 2 years' supervisory experience; experience in nonprofit accounting and operations strongly preferred.
- Work experience in behavioral health or a social service organization preferred, and a high level of comfort working with vulnerable or marginalized populations is required.
- Individuals with lived experience of homelessness, housing instability, or poverty are strongly encouraged to apply.

Physical Activities:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with members and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations.
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs.
- Occasional travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open-minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Salary Range: \$63,207- \$79,009 annually or more, depending on experience and qualifications. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

To Apply: Email resume and cover letter to Rebecca Smith, Human Resources Manager, at becca@tgpdenver.org
No phone calls please.

Position Closing Date: Open until filled; applications will be considered on a rolling basis.

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin,

sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.