

Vice President of Internal Resources The Gathering Place

About The Gathering Place:

Founded in 1986, The Gathering Place is the only daytime drop-in center in metropolitan Denver that serves women, their children, and transgender individuals who are experiencing poverty, many of whom are also experiencing homelessness. While we refer to those we serve as "members", no fees are ever charged for programs or services. We believe deeply in the power of our community and continually work to make it stronger. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

Reports to: President

Department: Internal Resources

Status: Full-time, Exempt

Position Overview: This position is primarily responsible for ensuring the operational strength and health of the organization through sound financial, human resources, and operational management, including all elements of the agency's facility operations and technology infrastructure. Additionally, the Vice President of Internal Resources is responsible for overseeing the organization's program evaluation efforts and providing support to the organization in identifying and implementing programmatic and operational improvements to increase efficiency, maximize use of agency resources, and strengthen the organization's ability to fulfill its mission.

The Vice President of Internal Resources is expected to work closely and collaboratively with other members of 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 all staff in the Internal Resources Department, and also manages contractors and vendors. Ensures the Internal Resources Department works as an effective team to coordinate all functions seamlessly. Current Internal Resources staff include the Program Evaluation Manager, Human Resources Manager, and Data and Operations Coordinator; the organization also receives accounting support from a contracted accountant.

Essential Duties and Responsibilities:

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

- 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.
- Approve and coordinate changes and improvements in automated financial and management information systems.
- Provide oversight to all accounting functions including payroll, cash management, bank reconciliations, investment accounts, preparation of financial statements, accounts payable, and accounts receivable.

- Ensure proper internal controls for financial management are maintained and followed.
- Maintain the integrity of the organization's funds and ensure proper stewardship of designated and restricted revenues.
- Serve as lead staff person in coordinating the annual audit.
- Serve as primary liaison to the Finance & Audit Committee of the Board of Directors.
- 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.
- 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.

Human Resources: Primarily responsible for providing management and oversight for all human resources functions within the organization.

- Provide work direction, mentorship, and supervision for staff responsible for human resources functions.
- Identify, recommend, and implement actions to promote and sustain a positive workplace culture where employees feel valued, and respected; are prepared and equipped to excel in their roles; and are engaged and committed to advancing the organization's ability to fulfill its mission.
- Advance the organization's efforts to improve diversity, equity, and inclusion in its workforce.
- Ensure the organization's performance development and performance management efforts and systems are designed to promote and sustain culture of feedback that includes routine support, coaching, and mentorship to enhance employee performance and support employee development.
- Ensure the organization's overall compensation plan is designed and administered in a manner that maintains and enhances internal equity and external competitiveness. Make recommendations for updates to the compensation philosophy and total compensation package (pay and benefits) as needed.
- Formulate and recommend human resources policies and objectives for the organization with regard to employee relations; ensure the Employee Handbook reflects current company policies and meets all legal requirements.
- Ensure strong systems for secure and compliant retention and appropriate destruction of company records, including personnel files and other sensitive and important information.
- Work with other executive staff on reviewing and updating internal policies and procedures as needed.
- Lead the implementation of company safety and health programs.

General Operations: Oversee administrative functions to ensure quality, compliance, and risk management for the organization.

- Oversee sales tax, inspections, and insurance programs.

- Ensure appropriate risk management for the organization, including assessing organizational risks and taking appropriate steps to eliminate, minimize, and mitigate risk as appropriate.
- 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.
- Establish and implement short and long-range goals, objectives, policies and operating procedures for the department.

Facilities: Ensure facilities are adequately maintained to provide a safe and positive environment

- Provide work direction and supervision for staff and vendors responsible for the maintenance and repair work of facilities and equipment.
- 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 and aesthetics of the physical plant.

Program Evaluation: Oversee program evaluation functions, including data collection and information systems, to ensure the effective use of data to evaluate the efficacy of programs, and the efficiency of agency resources in achieving desired outcomes.

- Provide work direction and supervision for evaluation staff.
- Attend Evaluation Committee meetings, as needed.
- Ensure technology and evaluation staff and activities are effectively coordinated.

Technology: Oversee day to day technological operations; plan for long-term needs and necessary technological modifications and improvements.

- Manage and direct vendors responsible for facility technology.
- 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 the technological needs of the organization.
- Create and maintain IT lifecycle management plans to ensure IT infrastructure remains up to date and in good repair.

Participate as an active member of the executive team

- Participate fully in the development of long-term and annual strategic plans, including providing analysis of organizational capacity and resource needs to meet strategic goals.
- Communicate effectively with other executive team members to ensure departmental work is well-coordinated with other departments and is prioritized effectively to best support the work of the organization in meeting overall goals.
- Provide leadership to ensure purposeful and open communication to continuously develop, clarify, and support the organization's values and culture.
- Participate in staff meetings, executive meetings, and other team activities.
- Support and implement team decisions.

- Contribute to maintaining a positive, constructive, and safe environment.
- Attend Board meetings as required.
- 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

- Demonstrated ability to serve as an effective team member on the executive management team and collaborate with other team members to provide unified organizational leadership and direction.
- Demonstrated high level of integrity, including impeccable confidentiality, and a commitment to equity and inclusion.
- Strong analytical and problem-solving skills to enable and support strong decision-making.
- Demonstrated ability to develop and execute short-term and long-term strategic plans, particularly with an understanding of systems and a view of the "big picture."
- Demonstrated knowledge of finance, accounting, budgeting, and cost control principles.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Strong general knowledge of employment laws and practices.
- Strong understanding of benefits and compensation programs and other Human Resources programs.
- 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 manage a diverse staff.
- Ability to effectively present information and respond to questions from a wide variety of stakeholders.
- Highly organized, 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.

Education or Formal Training

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

Experience:

- At least five years of experience in finance and human resources management.
- Experience in nonprofit operations, finance, and/or human resources strongly preferred.

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: Starting at \$73,500 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.