



## **JOB ANNOUNCEMENT**

### **Operations + Finance Manager/Director**

#### **Position Summary**

The Operations + Finance Manager/Director at Silicon Valley Council of Nonprofits (SVCN) is a key leadership position that reports directly to and partners with the Chief Executive Officer (CEO) in implementing the organization's mission, vision, and goals. This multifaceted leadership position will include both high-level planning and hands-on implementation. The Manager/Director will be responsible for the day-to-day organization's finance and accounting; business planning; human resources management; technology; consultant/vendor interface; administrative processes and workflows; budgeting; and contract and grant oversight, implementation and reporting. The Manager/Director's other responsibilities include staff supervision, guidance and training, consultant work management, and Board support.

This is a great opportunity to strengthen the capacity of a small, well-respected, high-impact organization. The position is based in San José, California; although SVCN's team works primarily remotely from their homes, we are currently developing a plan to return to the office in what will likely be a hybrid capacity.

#### **Compensation and Benefits**

1. This is a full-time, exempt, and at-will position.
2. Annual manager salary starts at \$78,000 (\$3250/month) and the annual director salary starts at \$95,000 (approx. \$3958/month), both depending on experience, paid semi-monthly.
3. Generous health insurance package.
4. 403(b) retirement plan. In FY24, staff with over one year of employment are offered a 3% match to their contributions.
5. Free parking.
6. In FY24, staff are provided with up to \$1,000 yearly for external training.
7. Cell phone stipend.

8. 38-hour work week, with flexibility.
9. Generous holiday policy of 17 paid holidays, PTO, and a winter holiday closure.
10. Regular organization-paid lunches and other fun perks.
11. A workplace where you feel welcome, valued, and inspired.

## **Application Process**

Applications will be reviewed on a rolling basis. To apply, please submit the following to [hr@svcn.org](mailto:hr@svcn.org) with the subject line: *“Operations + Finance Manager/Director: [Your Name].”*

- Letter of interest
- Resumé

All inquiries should be directed only to [hr@svcn.org](mailto:hr@svcn.org).

## **Desired Qualifications**

- Bachelor’s or Graduate degree (in business administration or similar degree) from an accredited school or commensurate experience in nonprofit human resources, grants and contracts, financial management and budgeting, and operations. 3+ (Manager) or 5+ (Director) years of experience in a comparable role desired.
- Demonstrated passion for nonprofits and contributing to the community.
- Strong desire for and experience with building and maintaining positive relationships with people from diverse backgrounds.
- Commitment to advancing racial justice, equity, diversity, and inclusion.
- Excellent oral and written communication skills.
- Experience with and excellent skills in problem-solving, exercising sound judgment, taking initiative, working independently, and following through.
- Excellent interpersonal skills.
- Ability to thrive in a highly collaborative environment while also possessing the ability to work well independently with minimal supervision.
- Ability to take on different roles, and juggle multiple priorities with a positive, collegial, flexible, solution-oriented attitude.

- Is a self-starter, has the ability to work from established timelines, has strong organizational skills.
- Proficiency in Quickbooks online, Salesforce, and payroll systems like Paychex. Comfort using a variety of software platforms including Stripe, Box, Trello, Slack, Microsoft Office Suite, Outlook, Zoom, and Google Suite. Familiarity with Canva, Webflow, and Mailchimp a plus.
- Local residency or willing to relocate by start date.
- We encourage applications from individuals who have historically been underrepresented in nonprofit leadership roles. Don't be discouraged if you don't meet every requirement; we value enthusiasm, potential, and diversity. We welcome your unique skills and experiences to help us achieve our mission.

All SVCN staff must be U.S. citizens, lawful permanent residents, or individuals who are legally authorized to work full-time without restriction for any U.S. employer and who possess lawful evidence of employment authorization. Note: Individuals who are seeking consideration under the “Deferred Action for Childhood Arrival” (DACA) policy must possess an Employment Authorization Document at the time of application that is valid throughout the program.

### **What are we looking for?**

In a sometimes fast-paced environment, you bring detail-oriented skills and a passion for making things work well and an ability to handle assignments effectively in a high performing environment, including strategically prioritizing the most important projects. You are solutions-oriented, flexible, with the ability to adapt to the evolving needs of the nonprofit community and our growing organization. You have the ability to work effectively with a talented and diverse team, and to proactively spot issues of equity, bias, and inclusion across multiple identities and bring workable solutions. You're able to build strong rapport through being true to your word, warmth, humility, optimism, and humor. You enjoy working with a team, brainstorming solutions, and keeping each other accountable in a kind and generous way. You have a customer-service mindset when it comes to interacting with staff of the nonprofits organizations we serve. You bring creativity, flair, and fun to the work.

## Examples of Duties

### *Business Execution + Strategic Planning*

- Work with the CEO in developing and implementing short-term organizational goals and objectives and long-term strategies.
- Collaborate with the CEO, senior management and staff to monitor and execute successful completion of contract and budgetary requirements.

### *Operations*

- Improve administrative processes to ensure SVCN is operating effectively and efficiently to meet org-wide goals and objectives.
- Identify and implement process improvements to maximize revenue and minimize costs.
- Oversee the establishment, maintenance, and monitoring of internal controls, as well as policies and procedures for all business operations.
- Manage the organization's lease, security management and insurance.
- Update the CEO on compliance updates and risk to SVCN.
- Work with the CEO, senior team, and staff in developing a consensus on critical organizational decision-making. Lead with values of transparency and inclusion.

### *Human Resources*

- Act as the primary HR contact including responding to HR inquiries and providing guidance to staff.
- Communicate with brokers; negotiate and administer benefits for the team.
- Communicate information on benefit plans to all employees.
- Review job descriptions, scopes of work, compensation, and benefits for SVCN positions.
- Manage human resources lifecycle including recruitment, onboarding, retention, evaluation, and offboarding.
- Support the CEO in maintaining and updating internal organization policies and procedures, and seek and include feedback from staff.
- Manage and maintain personnel files in compliance with federal and state regulations.

- Encourage an inclusive organizational culture, plans, and policies that are rooted and informed by a deep commitment to racial equity and antiracism.
- Proactively foster positive team morale.
- Monitor and complete annual federal and state compliance matters pertaining to the workplace.

### *System Administration*

- Act as the primary IT support for SVCN and manage external IT services.
- Setup email and accounts for new staff including Box, Okta, Microsoft, etc.
- Oversee the organization's computing environment and ensure continuous, optimal performance of IT services and support systems.
- Research and drive technology updates, and implement software solutions to improve payroll, finance/accounting, timekeeping, and productivity.
- Oversee, provide training and guidance to staff concerning the organization's systems, including Salesforce.
- Monitor and implement system interfaces, security, and other updates and communicate to staff as needed.
- Ensure systems and processes are screened for accessibility and other features that advance equity.

### *Finance*

- In partnership with the CEO, direct the development and preparation of short-term and long-range plans/budgets based on a portfolio of grants, contracts, and fundraising goals.
- Develop and share financial forecasts and statement preparation for planning and budgeting.
- Monitor SVCN's financial health and identify potential weaknesses.
- Manage nonprofit finance and budgeting, including profit and loss, balance sheet and cash-flow management.
- Prepare the fiscal budget upload for accounting tracking.
- Work with the Finance Committee and Board Treasurer to develop and present financial reports to the Board.
- Manage and monitor investments and advise the CEO and Board about investment strategies.

### *Controller*

- Maintain, manage, and analyze payroll, retirement contributions and tax compliance.
- Complete required vendor forms for receivables.
- Prepare and submit tax forms and other forms as required by state and federal law.
- Implement, strategize and track the organization's investments portfolio.
- Act as the audit/tax liaison for the organization including the preparation of documentation for tax filing, 990 processes and communicating with CEO and Board.
- Monitor internal controls.
- Identify cost savings.
- Renew and monitor the organization's insurance including Worker's Compensation, Business Owners, and Officer & Director.
- Conduct the annual Worker's Compensation audit to align with organization salaries and personnel.
- Review and obtain Certificates of Liability for stakeholders as needed.

### *Accounting*

- Coordinate with and supervise the work of an independent contractor accounting professional.
- Process and aggregate daily and monthly accounting functions including monthly reconciliations, using GAAP.
- Perform accounting receivables and communicate with leadership team consistent with grant and contract requirements to ensure accurate coding.
- Generate invoices and provide required documentation for payments.
- Monitor budget-to-actual expenses and communicate with CEO and senior management.
- Track grant projects and finances for required reporting.
- Recognize revenue, track payment schedules, and bill funders according to grant agreements.

### *Payroll*

- Manage entire payroll process, including obtaining and reviewing timesheets, processing payroll using the Paychex system, and updating system for changes such as salary adjustments and changes in staff.
- Update benefits, taxes and PTO accrual for staff.
- Compute and report retirement contributions to the third-party administrator.
- Prepare annual payroll reports and unemployment insurance.
- Act as a resource for all employees concerning any payroll and retirement contribution inquiries.
- Partner with the CEO to conduct compensation and promotion analyses.

### *Grants and Contracts*

- Interface with consultants and vendors, review and approve contracts, MOU's and contractual amendments.
- Direct and manage the grants and contracts lifecycle including grant agreements and amendments, acknowledgements, fund recognitions, grant deadlines, partner agreements, etc.
- Manage and verify grant expenditures to stay within budgets; allocate grant hours and resources to align with the proper use of restricted funds.
- Ensure that all grants and contracts follow local, state, and federal regulations.

### *Other*

- Support for the Board of Directors, including preparing and presenting reports as required.
- Work with the CEO to manage conflict of interest issues and forms.
- Correspond with Board members for approvals and signatures on legal documents and accounts.
- Facilitate presentations to the Board by consultants and external sources.

## **About SVCN**

Silicon Valley Council of Nonprofits (SVCN) advances the role, voice, and capacity of the nonprofit community in Santa Clara County so it can be a force for positive social change and support the creation of equitable, vibrant, and thriving communities. SVCN has committed to be a change-agent and a model

of possibility by centering racial justice, equity, diversity, and inclusion principles in everything SVCN does internally and externally. One of our strategic commitments is to support the nonprofit ecosystem by being a trusted source and hub of information, resources, and connection for nonprofits in Silicon Valley, that facilitates nonprofit collaboration and collective impact. We also leverage our power, positionality, and access in order to partner with, amplify, and support community to influence decision-makers to change systems in ways that address the biggest challenges facing nonprofits and the communities they serve.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at [HR@svcn.org](mailto:HR@svcn.org).