



ASSOCIATE DIRECTOR OF FINANCE, GRANTS & ADMINISTRATION

Job Title:	Associate Director of Finance, Grants & Administration
Reports To:	Executive Director
FLSA Status:	Exempt
Location:	Work from Home (must be located in Denver metro area)
Salary:	\$75,000 - \$85,000

Organization Summary: Wings is a non-profit organization based in Denver, Colorado that supports adult survivors of childhood sexual (CSA) abuse to transcend trauma and lead their fullest, healthiest lives. Wings' mission is building systems of support for adult survivors, combining in-depth health expertise with the healing power of community. Our vision is healthy lives, relationships and communities for all.

Our Guiding Principles: Inclusivity | Confidentiality | Empowerment | Resilience | Voice | Self-care | Accountability | Advocacy

Commitment to Diversity, Equity, Inclusion & Belonging: Wings is committed to being an anti-oppressive organization, grounded in intersectional principles and fostering a culture of respect and inclusion for all. We are actively engaged in a transformational process to build these principles into all aspects of our staff and volunteer leadership, policies, practices, and programming.

Our Trauma Informed Approach: Wings' mission and our work centers on trauma-informed principles and practices, guided by SAMHSA (Substance Abuse & Mental Health Services Administration):

- Safety
- Trustworthiness & transparency
- Peer support
- Collaboration & mutuality
- Empowerment, voice & choice
- Cultural, historical & gender issues

Position Summary: The Associate Director of Finance, Grants & Administration (ADFGA) is a critical position that works closely with the Executive Director and other senior leadership staff. The main roles of the ADFGA are to ensure the agency's overall financial health and strategically lead the finance and accounting areas of the organization in accordance with Wings' mission, objectives, and policies, including overseeing restricted and non-restricted funding sources in strong compliance with funding partners. The ADFGA also leads all administrative and human resources (HR) functions to support strong infrastructure for Wings' organizational and programmatic work. Specifically, the ADFGA will develop effective financial strategies, monitor all financial activities, ensure all grant compliance measures, promote revenue growth, and maintain strong relationships with grant funders. Overseeing a team of staff and connecting with outside vendors, the dedicated professional will lead systems that support Wings in its daily operational work. The position will also act as a strategic partner in planning for ongoing organizational growth.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily.

Financial Management (20%)

- Supervise and train all staff members involved in financial duties at the agency
- Improve and expand the organization's ability to report and track financial trends and needs
- Formulate and monitor the organization's budget against financial and programmatic goals
- Review all financial reports, ensuring accounting staff prepare monthly and annual financial statements in an accurate and timely manner, based on the reconciliation of revenue and expense accounts
- Identify specific causes of significant variances between year-to-date budget and year-to-date actuals
- Oversee a robust financial management/reporting system, including a thorough system of restricted funds
- Manage organizational cash flow and forecasting and ensure cash flow supports operational requirements
- Oversee the accounts payable and accounts receivable functions, with timeliness and accuracy
- Review and oversee timesheets and payroll processing routinely conducted by internal staff and PEO provider and be available to conduct payroll processing when needed
- Oversee the annual audit and 1099, in full compliance with generally accepted accounting principles
- Ensure the timely annual filing of federal, state and local compliance documents and reports
- Drive best financial practices by creating and following standard policies and procedures
- Advise the leadership team on all financial matters, making proactive recommendations to keep finances on track; communicate financial status and changes
- Analyze and gain insights from both financial and client data collected and recommend appropriate action from that analysis; provide actionable and useful reporting and analytics
- Support all fundraising strategies and assist with implementation as needed
- Build relationships with bank, donors, vendors, and outside consultants

Government & Private Foundation Grant Management / Advancement (35%)

- Coordinate all aspects of grant applications, renewals and reporting on rotating basis for all government grants & maintain financial and narrative reporting information monthly & quarterly, ensuring internal and external deadlines are met
- Serve as primary point of contact for all active funding partners, ensuring compliance with all administrative and financial aspects of grants and contracts, and/or collaborate with the Development Manager (DM), as needed
- Submit grant applications and reports for key private foundation funders, as identified by DM
- Develop funder budgets and submit budget revisions as needed to maximize utilization of grants
- Assure controls are in place to identify and track eligible expenses
- Oversee and manage successful completion of audits when required by grant funders
- Understand and train staff on expense eligibility and fiscal compliance of Wings' government funders
- Work in collaboration with senior leadership to assess new funding opportunities and develop budgets and forecasts as needed to assess fiscal feasibility and prepare applications

Administration Management (30%)

- Oversee administrative functions (purchasing procedures, phone/business systems, IT, general supplies, and equipment) to ensure efficient and consistent operations as the organization scales; serve as primary contact with agency vendors responsible for these functions
- Liaise with suppliers to ensure annual compliance and maintain good business standing
- Assess, manage, and minimize risk in all areas of Wings' administrative systems
- Organize, problem solve, raise issues, and help implement initiatives, solutions and actions in conjunction with senior leadership to ensure the successful implementation of all agency initiatives
- Collaborate with other staff to ensure HIPAA compliance and data security among all Wings' systems (i.e., Salesforce, Salsa, Zoom, etc.)

- Assist with other projects as assigned and assist the Executive Director and Program Director on administrative tasks, as needed
- Update, implement, and maintain all required business and general liability insurance policies, bank accounts, government reporting, business and operating licenses, and contracts with vendor partners
- Ensure accuracy, completeness, storage, and efficiency of the use of corporate records, financial and business records, and general filing systems
- Work collaboratively with Wings' leadership team to ensure alignment with other department functions, and support overall organizational success and continuing positive impact
- Conduct periodic reviews and revisions to agency policies and procedures, in collaboration with leadership

Human Resources (15%)

- Develop, implement, and oversee best-in-class hiring, onboarding, and employee development processes and systems; conduct all agency onboarding of new staff and employment eligibility verification
- Liaise with Wings' Professional Employment Organization (PEO) and manage human resources including employee relations, benefits, compensation, and performance evaluations
- Address unforeseen human resource issues that arise with Wings' staff and contractors
- Ensure accuracy, completeness, storage, & proper access to/use of human resources documentation/ files
- Oversee all logistics for Wings' retirement plan

Other Knowledge, Skills & Abilities:

- Excellent technology skills, as well as advanced internal and external customer service skills.
- An intimate understanding of allowable costs, funding cycles, grant budgets, overall organization budget, etc. and be able to communicate these items with contract accountant at the source document level.
- Experience with government contracts and/or funding partners including VALE, VOCA, VAWA, etc.
- Excellent written and verbal communication skills and interpersonal skills
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Education/Experience: Degree in business, finance, social work or related field; 7-10 years related experience in finance, administration and/or grant management at the state or federal level; or equivalent combination of education and experience.

Supervisory Responsibilities: Currently the Accounting Specialist, though more staff may be added in the future as Wings' financial, HR, and administrative needs grow.

Work from Home: While this is a work from home position, the employee must reside in the Denver metro area so that they may attend regular in-person meetings with staff and external partners. Because this position deals with confidential information and situations, the staff must work from a home office; the ADFGA *cannot* conduct most Wings' business in a public location. Wings will provide a laptop for work use, but the employee must have access to reliable internet service and provide their own cell phone, which can download the phone service app utilized by Wings.

Salary & Benefits: Competitive salary commensurate with experience, plus a comprehensive benefits package offering: generous PTO accrual and 10 paid holidays; major medical (several options available), dental, vision, & life insurance; voluntary short-term & long-term disability; HSA or FSA program; & 401k program with up to 3% employer match.

Wings values and is strengthened by diversity. We are committed to ending bias and discrimination in our community and ensuring equity within all aspects of our organization. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment, transfer, or promotion opportunities without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other characteristic protected by law.

Instructions to apply:

- Please send your letter of interest, résumé, and answers to the five questions found below to jenny.stith@wingsfound.org. Use the subject line: “Applicant – ADFGA.”
 - Please do not include answers to the questions listed below within your letter of interest but rather provide them in a separate attachment.
 - Please send all attachments as one single document, saved as a PDF, so formatting will be preserved.
 - Applications will be accepted through Monday, April 1, 2024.
- 1) What would your greatest hopes be, if selected for this position?
 - 2) What combination of skills, experience and attitude make you prepared for this role?
 - 3) What would success look like for you if you were in this position?
 - 4) What type of support would be helpful to you to achieve this success?
 - 5) What do diversity, equity, inclusion, and belonging mean to you and why are they important in the workplace?