



Finance & Operations Director Position Description

Position Title: Finance & Operations Director

Reports To: Executive Director (or Treasurer)

Direct Reports: N/A

Location: Remote

About the Foundation

Delta Phi Lambda Foundation is an award-winning, 501(c)(3) nonprofit organization committed to empower the women of Delta Phi Lambda Sorority and the communities they serve by funding scholarships, supporting philanthropic endeavors, and promoting leadership development. With the financial support of our donors, we can provide women with the tools they need for scholastic, professional, and personal advancement.

Position Summary

The Finance & Operations Director will implement the infrastructure and systems needed to support strategic objectives. They will be responsible for the oversight of administrative and financial systems including finance, accounting, information technology, human resources, internal communications, and recruiting. They will be involved in a range of strategic planning and internal initiatives.

They will work closely with the ED and the senior management team in developing the Delta Phi Lambda Foundation's strategic plan. The Finance & Operations Director will act as the primary liaison to the Board of Directors' Finance Committee, working closely with the committee to strengthen the Delta Phi Lambda Foundation's financial position and other items as required.

They will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

Primary Responsibilities

- **Finance and Budgeting**
 - Overall financial management responsibility.

- Analyzes and presents financial reports in an accurate and timely manner. Clearly communicates monthly and annual financial statements, collates financial reporting materials for all donor segments, and oversees all financial, project/program and grants accounting.
- Oversees budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable.
- Administers and reviews all financial plans and budgets, monitors progress and changes, and keeps senior leadership team abreast of the organization's financial status.
- Implements a robust contracts management and financial management/reporting system ensuring that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- **Administration/Operations**
 - Updates and implements all necessary business policies and accounting practices with a goal of continuously developing and improving business systems.
 - Evaluates and improves Delta Phi Lambda Foundation's information technology infrastructure, implementing new technologies to support key capabilities as required for future growth, and to support and drive key human resource initiatives.
 - Assists in compliance measures between the Foundation and the Sorority National Headquarters.

Qualifications

- Bachelor's degree required, advanced degree and/or CPA preferred.
- Demonstrated experience in financial management and accounting.
- Experience with audit, legal compliance, and budget development.
- Organization development, human resources management experience
- General management skills.
- Proven effectiveness managing others, empowering them to make decisions.
- Technologically savvy, with experience overseeing information technology staff or vendors.
- Experience effectively communicating key data, including presentations to senior management, the Board or other outside partners/influencers/clients.
- Success seeing beyond the numbers, identifying trends and new possibilities.
- Experience managing the finance and administration of a nonprofit organization or business unit.
- Experience leading planning efforts and running operationally effective organizations that have multiple functional areas.
- Must harness technology solutions in order to more quickly and efficiently communicate resources needed for key activities and performance against plans.

- Working knowledge of fraternity/sorority life would be helpful, but not mandatory.
- Nonprofit experience is a plus, with a strong preference for someone who has operated in a fast growing environment that has limited budgets and resources.

Expectations

- Respond to emails within 48 hours.
- Attend the National Convention.
- Participate in strategic planning with the Foundation Board of Directors.
- Donate to the Foundation to the best of your ability.