

**Organization:** Results for America

**Role:** Director of Finance

**Location:** New York, NY

### **Organization Overview**

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now beginning its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

### **Position Overview**

Results for America is seeking a Director of Finance to help financial strength and stability of the organization, in partnership with the leadership team. This is a new role at RFA and a reflection of the organization's commitment to develop robust internal systems and structures in order to support the expansion of its policy and programmatic work. The ideal candidate should possess strong financial management background, good strategic thinking, excellent communication skills, and strong leadership skills and potential. S/he will be a consummate professional, collegial team player, and highly capable multi-tasker, able to execute multiple projects to deadline simultaneously.

### **Position Reporting Relationship**

The Director of Finance will manage RFA's partnership with eCratchit and report to RFA's Chief Strategy Officer (CSO).

### **Position Responsibilities**

The responsibilities of the Director of Finance will be organized around six (6) core buckets: strategic leadership, financial analysis and forecasting, accounting and audit, fiscal policies and procedures, and payroll and insurance oversight. Specific responsibilities include but are not limited to the following:

#### *Strategic Leadership*

- Collaborate with senior leadership team to steward and align resources with organizational priorities and goals.

- Collaborates and communicates with the broader RFA team to ensure shared best practices and communicate shared goals
- Present monthly, quarterly and annual financial statements to senior leaders and board of directors.

#### *Financial Analysis and Forecasting*

- Lead and manage the annual budgeting and planning process including updating the organization's business plan as needed.
- Analyze finances and create ongoing and real time forecasts for CEO and leadership team to communicate financial realities and opportunities.

#### *Accounting and Audit*

- Oversee the preparation and presentation of monthly financial statements; oversee gifts-in-kind valuation processes, program and grants accounting
- Assist with preparation of proposals for grants/funding and oversee grants accounting.
- Supervise a full-charge bookkeeper and ensure they are meeting performance expectations and work deliverables.
- Ensure compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Manage and update all required business licensing.
- Protect all financial resources and assets by establishing, monitoring and enforcing internal controls.
- Oversee the annual audit process.

#### *Fiscal Policies and Procedures*

- Update and implement all necessary business policies and accounting practices, including gift acceptance, financial procedures, product valuations, etc.

#### *Payroll and Insurance*

- Maintain relationship with professional employer organization (PEO) provider, including submission of payroll, benefits, retirement plan.
- Annual review of all insurance policies

This is a full-time, exempt position, based in New York.

### **Position Requirements**

The ideal candidate will possess the following qualifications:

- Appreciation for Results for America's mission;
- BSc/BA in accounting, finance or relevant field; MSc/MA and/or CPA or other relevant qualification is a plus;
- 12+ years financial management leadership experience with increasing levels of responsibility;
- Broad, expert knowledge of accounting principles and experience in nonprofit accounting required;

- Strong skills and experience with financial analysis and forecasting;
- Excellent analytical and verbal and written communications skills;
- Superior organization skills, attention to detail, and dedication to completing projects in a timely manner; and
- Ability to be nimble, flexible, and responsiveness in a dynamic environment.

Salary range and benefits package: highly competitive.

**How to Apply**

To apply for this position, please send your cover letter and resume to us at [recruiting@results4america.org](mailto:recruiting@results4america.org)

*Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.*