



# Job Opening

<b>POSITION:</b>	Director of Finance
<b>CLASSIFICATION:</b>	Regular, Part Time (30 hours/week) Salaried, Exempt
<b>LOCATION:</b>	1645 Marthaler Lane, West St Paul, MN 55118
<b>CLOSING DATE:</b>	Open until filled

**JOB SUMMARY:** The Director of Finance reports to the President and ensures DARTS leadership understands its long-range sustainability. DARTS services help older adults live in the home of their choice for as long as possible and the person in this role helps the increasingly older population stay connected in their communities. This part time position provides vision and oversight for DARTS financial resources. The role requires industry expertise and the ability to be a thought leader for DARTS peers, consultant resources and industry peers.

This role will set the strategic direction on how best to manage DARTS financial processes and provide thought leadership for the DARTS strategic vision. This position works with team members to help them meet their program/contract requirements. DARTS currently outsources most of the accounting and receivables work and this position oversees that contracted relationship.

The Director of Finance works closely with other members of the management team, and provides guidance during annual budgeting processes, in developing business plans and in creating project budgets for grant applications. This position helps the Program teams by asking tough questions to ensure DARTS sustainability.

**ORGANIZATION SUMMARY:** DARTS is a community-based nonprofit that connects people to services and partnerships that improve their quality of life, help them age well, and enable them to engage in their community. DARTS provides a network of valuable information and resources to people of all ages and fosters the health of the community by helping people remain active and connected to one another.

## **JOB RESPONSIBILITIES:**

### Strategic Leader:

- Lead forecasting efforts, analyze internal and industry trends to help shape vision for DARTS future.
- Use community and industry forums to hear aging services needs and contribute to innovating service ideas.

### Human Resources:

- Lead the finance teams, maintaining a climate which attracts, retains, and motivates quality, diverse people, whether the team is staff or contract resources.
- Assure consistent staffing for finance resources, work with contractor to ensure they have succession plans for key roles.
- Communicate and practice DARTS Mission and Values for staff and volunteers.
- Ensure contract resources understand DARTS mission and create opportunities to build team, so that contract resources and DARTS staff work together seamlessly.

### Contract Management:

- Review and approve all finance contracting firm contracts and manage finance contract relationship.
- Advise peers as needed regarding DARTS contracts.
- Develop outcome measurements and quality assurance expectations for the finance department, drive process improvements. Budget Development and Oversight:
- Lead budgeting process for DARTS, ensuring finance team knows their role and executes accurately and on time.
- Review key financial metrics, ensure they are being reported consistently.
- Partner with the President and Board Finance committee to ask difficult questions and analyze financial trends, ensuring the organization understands and seeks to achieve sustainability goals.

### Communications:

- Facilitate communication both internally and externally. Foster and nurture relationships that provide opportunity for collaboration, sharing of information and marketing of DARTS.
- Communicate financial results and trends to the President and Board.
- Act as an effective link between contract finance staff and the full DARTS organization. Assist budget owners in focusing on the right data to improve revenue or expense results.

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Consult:

- Keep current with industry trends.
- Bring ideas to leadership team and help drive DARTS to meet our mission and business goals.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree in Finance, Business, Human Services or related fields.
- Experience in nonprofit financials.
- 5+ years' experience in financial management or Controller role
- An experienced, hands-on finance/accounting leader with high ethical standards, sound technical skills, analytical ability, good judgment, and strong operational focus.
- Previous financial management experience with government contracts, private foundation grants, and individual

### **Knowledge, Skills and Abilities:**

- Ability to motivate and influence others and to foster a sense of teamwork.
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Strong organizational development, personnel management, budget and resource development, and strategic planning skills.
- Strong problem solving and critical thinking skills.
- Proficient with Microsoft Office Suite.
- Ability to be flexible and the ability to multi-task.
- Ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions.
- Strong working knowledge of nonprofit finance and accounting practices.

### **Licenses and/or Certifications:**

- Valid MN Drivers' License, access to reliable transportation, and the ability to meet DARTS's driving record requirements.
- CPA or CMA designation desirable (inactive CPA designation is acceptable).

DARTS is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. DARTS prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status. AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER M / F H DV.

Our organization has a partnership with Metropolitan Alliance of Connected Communities (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials. You may also be contacted by an MACC employee to conduct or schedule an interview.

**Organization website:** [www.dartsconnects.org](http://www.dartsconnects.org)

**Apply Online:** <https://recruiting.ultipro.com/MAC1006/JobBoard/4f032e47-fcc4-4158-8932-59668dc71441>