

The Human Trafficking Institute

Director of Finance & Operations **Job Description | December 2020**

Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

General Description

The Director of Finance and Operations (DFO) will be a strategic leader with significant operational management in a growth-stage organization, who will report directly to the Chief Executive Officer (CEO). The successful candidate will be a “player-coach” – a hands-on implementer, a proactive manager, and an entrepreneurial leader, who will lead and manage HTI’s existing human resources and finance team as well as develop a team to support future growth in finance, business planning and budgeting, human resources, administration, and IT.

The DFO will play a critical role on the senior leadership team, guiding strategic planning, decision-making, and operations as HTI continues to enhance its quality programming and build capacity to scale its impact. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a growth-stage, well-respected, high-impact organization.

The DFO will optimize HTI’s operating capabilities, employ strategies to maximize internal efficiencies, and manage all operational aspects of the organization. The successful candidate will be a mission-focused, strategic, and efficient leader with experience scaling an organization. The DFO will foster a healthy and balanced performance culture among a group of diverse, talented individuals. The DFO will help others at HTI deliver measurable, cost-effective results to make the Institute’s vision a reality.

Responsibilities

Financial Management

- Analyze and present financial reports to the CEO in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program, and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the Board of Directors Treasurer; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor actual progress and changes on a monthly basis; and keep senior leadership team abreast of the organization’s financial status.
- Develop and train HTI team in processes and policies around budget development, management, and expense forecasting.
- Implement effective processes for monitoring and projecting the organization’s cash flow and cash position and provide regular reports to the senior leadership team to inform decision-making and planning.

- Provide secondary controls on all finance-related functions, including but not limited to payment of bills in Bill.com, expense reporting in Rydoo, and depositing checks into Institute bank accounts,
- Manage payments for organization-wide expenses (Cox, Verizon, Microsoft, Box, etc.)
- Strengthen and develop systems to track revenue from differing sources (restricted giving, grants, unrestricted funds) to ensure designated funds are used appropriately.
- Provide guidance and key financial assumptions in forecasting expense and budget models for HTI's programs.
- Lead the evaluation and potential transition of the financial systems, including QuickBooks, Rydoo expense, and Bill.com to build a scalable platform that integrates with existing CRM and HRIS platforms and supports ability to generate timely and actionable financial information including cash flow reporting, monthly budget vs. actual results and grant reporting.
- Strengthen and develop expense reporting forms and systems to ensure that expenses are tracked appropriately to the corresponding cost centers, are in accordance with HTI financial policies, and approved by the appropriate managers within the organization.
- Update and implement all necessary business policies and accounting practices for effective internal control and process improvement in accordance with the Generally Accepted Accounting Principles and the Code of Federal Regulations for government grants; develop the finance department's policy and procedure manual.
- Effectively communicate and present critical financial matters to the CEO and board of directors.
- The DFO will supervise the Institute's Senior Accountant.

Human Resources, Technology, and Administration

- Enhance the Institute's professional development, compensation and benefits, performance evaluation, training, and recruiting functions.
- Ensure recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff systems, tools, policies, and procedures and ensure regular compliance with them.
- Strengthen and further build out technology support for the HTI team, including identifying technology systems for optimizing work capabilities, access to helpdesk support for technology issues, and training for new staff in HTI's technology systems and policies.
- Oversee business liability insurance programs; review periodically for adequacy and evaluate broker recommendations.
- Work closely and transparently with all external partners, including third-party vendors and consultants, who support the Institute's administrative function.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Ensure alignment and execution on HTI's policies, processes, and strategic plans.
- Owner of Administration and HR budgets.
- Manage organization-wide Administrative Objectives & Key Results
- The DFO will supervise the Institute's HR Generalist.

Qualifications and Experience

- Minimum of a BA, ideally with CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations leadership and management experience in a growth-stage organization

- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and management of human resources function or other similar departments
- Ability to translate and distill financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management, preferred
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training and professional development to maximize individual and organizational goals across HTI, including best practices in human resources activities
- A successful track record in setting priorities; exceptional analytic, organization, and problem-solving skills that support and enable sound decision-making

Critical Qualities

- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity and credibility
- Outstanding organizational and time management skills
- Excellent interpersonal and leadership skills
- Excellent written and oral communication skills
- Relentless and efficient problem-solver
- Capacity to quickly master details, sequence and prioritize tasks without sacrificing higher-level strategic judgment
- Effective project manager
- Leads and manages with a winsome, even-keeled, get-it-done disposition
- Forward thinking individual with ability to capture the vision for team goals
- Strong ethic of service, sustained positive attitude, and passion for the mission of the Institute
- Goal-oriented with high emotional intelligence
- Humility to be flexible as necessary
- Demonstrated history of working successfully within a team environment;
- Ability to develop rapport, engender trust, and exhibit a professional demeanor with key stakeholders;
- Strong desire to work within a healthy, highly effective, and successful team.
- Strong desire to be a cultural asset to the team, displaying positive leadership and influence, reliability, dependability, and care and nurturing for those you support.

To Apply

This is a full-time position with a preference for operating out of HTI’s office in the DC metro area; however, operating remotely will be considered for the right candidate. Applicants should submit a cover letter and resumé to Kenneth Hadley at Applications@TraffickingInstitute.org. Applications will be accepted until the position is filled.

Through March 31, 2021, HTI has established a work remote structure due to COVID-19. This is subject to change based on new and changing information.