



## New York City Anti-Violence Project

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**Title:** Director of Finance and Operations

**Department:** Finance and Operations

**Reports to:** Executive Director

### **The New York City Anti-Violence Project (AVP) is seeking an experienced Director of Finance and Operations.**

AVP envisions a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy.

#### **PRIMARY FUNCTIONS**

The Director of Finance and Operations oversees three critical areas of AVP's functions: finance, operations and human resources.

- The Director provides oversight and planning for all fiscal and operations functions of the agency including accounting, grants administration and management, and budgeting.
- They ensure smooth organizational operations to ensure AVP's physical space honors and supports those most directly impacted by violence.
- They provide leadership for a human resources infrastructure that supports each staff to bring their best selves and do their best work.
- They also oversee IT, human resources, policies, benefits and facilities management.

This position is a part of the senior management team, reports to the Executive Director and supervises three staff: Senior Finance and Contracts Manager, Contracts Specialist, and Operations and Human Resources Specialist.

#### **DUTIES AND RESPONSIBILITIES**

**Provide Visionary Leadership** to shape the department's work to ensure that AVP is truly a safe, welcoming place for staff and community members that matches our anti-oppressive, survivor-centered and trauma-informed framework.

- Lead strategic visioning for the department and help lead organization-wide visioning.
- Foster a positive, healthy, sustainable, innovative, results-oriented work environment.
- Participate in AVP's Management Team.
- Work collaboratively with other departments to ensure communication and cooperation.
- Participate in AVP's staff-led Anti-Oppression Process.
- Help ensure that AVP Board of Directors are knowledgeable about the organization's finances by preparing reports and presentations and staffing board Finance and Audit committees.
- Support fundraising efforts by attending select events and develop and maintain relationships with some funders.

#### **Oversee Fiscal Systems and Management**

- Create and maintain Fiscal Policies and Procedures.
- Manage day-to-day accounting systems using FUND EZ, Raisers Edge and other appropriate software programs.
- With staff and the Board of Directors, generate the agency's annual budget.

- Develop, maintain and review financial reports to be presented regularly to Department Directors, Executive Director and the Board.
- Manage the production of all annual financial statements, including supervising audit, Form 990 and Uniform Guidance.
- Administer city, state and federal government contracts and support the administration of corporate and foundation grants through creating and modifying budgets, allocating staff time, monitoring and tracking expenditures applications and reports.

### **Maintain Facilities and Office Systems**

- Manage office space, equipment and supplies needed for programs and services.
- Ensure IT, computer network and security system management to increase technological capacity and security.
- Prepare and maintain all records required by law and associated with the program's 501(c)(3) status.
- Manage Human Resources and Employee Benefits.
- Supervise maintenance of personnel records and administer AVP benefits plans and payroll.
- Provide support to help staff get the supervision and support they need such as: coordinate staff trainings, coach staff around managing supervisory relationships, provide assistance with performance improvement plans, review salary scale and propose adjustments, oversee the development and implementation of professional development plans and evaluations for all department staff.
- Provide assistance with hiring processes and ensure consistent staff onboarding and offboarding.

### **QUALIFICATIONS**

- Four to five years of experience with fiscal management, office management, human resources and nonprofit administration.
- Experience leading and supervising staff and developing a spirit of teamwork.
- Familiarity with federal, state, and city contract processes and fund accounting, particularly FUND EZ required.
- Demonstrated commitment to working to end violence within and against lesbian, gay, bisexual, transgender, queer, and HIV-affected communities.
- Superior oral, written, presentation and interpersonal skills.
- Must be highly organized, even-keeled, be willing to roll up one's sleeves to get the job done, be positive, solution-oriented, and have a sense of humor.
- Demonstrated experience integrating anti-racism, anti-oppression and intersectional values and principles into the daily practice of social justice work.

**This is a director-level, exempt position with a salary range of \$95,000 – \$110,000, depending on experience. We offer good benefits with employer contribution for health insurance based on a sliding scale. AVP has a friendly work environment and we pride ourselves on our anti-oppressive framework that informs both in our work externally, and internally with our staff. Learn more at [avp.org](http://avp.org). This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19.**

### **TO APPLY**

Submit your cover letter, resume, and writing sample as a single PDF to <https://bit.ly/avpishiring> by November 13, 2020.

*No phone calls, please.* Candidates will be notified if we are seeking an interview; because of the high volume of applicants, it will not be possible to respond to all inquiries.

*AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. This is no minimum education requirement for this position.*