



Director of Finance & Special Events

Location: Miami-Dade and Broward Counties
Language: English (bilingual is a plus)
Position: Full-Time; Exempt

Organizational Profile:

Pridelines is a rapidly growing non-profit, 501c3, organization dedicated supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth and the community at large in safe and diverse environments through affirming programs and services to promote dialogue, wellness and foster social change.

Position Overview:

The Director of Finance and Administration will be a strategic thought-partner, and report to the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and development.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Pridelines continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Primary Responsibilities:

Financial Management (60%)

- Accurately track unrestricted, restricted, and semi-restricted income and expenses and allocate them across funding sources.
- Analyze and present financial reports 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 finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Chief Executive Officer and the Chief Operating Officer; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Coordinate and lead the annual tax filing process
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing, collection, and reporting schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Provide funders with financial documentation as required by contractual reporting requirements.
- File annual agency solicitation documentation and annual report.

Development (30%)

- Generates monthly and annual tax letters.
- Generates monthly and annual donor renewal letters.

- Oversees the annual gala production logistics, including volunteer and table host recruitment, registration and silent auction operations and management, and the event run of show and implementation.
- Participates in the production of and participation in The SMART Ride.
- Participates in the production of and participation in Dining Out For Life.
- Participates in the production of and participation in Florida AIDS Walk.

Human Resources and Administration (10%)

- Work with payroll administration company to further develop Pridelines human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Work with payroll administration company to ensure that recruiting processes are consistent and streamlined.
- Work with payroll administration company to establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Supervises Office Manager to work closely and transparently with all external partners including third-party vendors and consultants.
- Supervises Office Manager to oversee administrative functions.

General Responsibilities (as required)

- Supports with Center open and closing procedures (this does include cleaning, including restrooms and kitchen).
- Supports with Center staffing.
- Supports with front desk operations.
- Attends meetings and events as a representative of the organization.

Qualifications:

- Minimum of a BA, ideally with an MBA/CPA or related degree or experience.
- At least 10 years non-profit accounting experience required.
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has 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 has preferably overseen a human resources function previously
- Ability to translate 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
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- 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, credibility, and dedication to the mission of Pridelines.

Organizational Culture:

Pridelines is committed to developing and maintaining a safe and diverse environment for our clients and our staff alike. Our team focuses on providing professional and personal support to each other whenever possible. As an agency, we always seek to empower our team members and therefore try to promote from within. Pridelines' work environment is fun, friendly, and collaborative.

Physical Activity Requirements:

This position requires frequent computer use and occasional lifting of up to 50 pounds, ability to work on nights and on weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may also require frequent travel, sometimes at short notice.