



The New Hampshire Coalition Against Domestic and Sexual Violence (the Coalition) is eagerly seeking a skilled and dedicated Administrative & Finance Director. Recognized by the Nonprofit Times as one of the Best Nonprofits to Work For, the Coalition embraces a positive workplace culture and fosters employee growth. With the upcoming retirement of its long-term Administrative & Finance Director and the completion of its current strategic plan, the Coalition is excited to welcome a new leader who will bring creativity and innovation to the workplace. Come join our enthusiastic team that works collaboratively every day to make NH safer for everyone.

The Concord, NH office is centrally located only an hour from the ocean, from Boston, and from NH's White Mountains. This hybrid position provides some flexibility to work remotely when needed. To help the new Director acclimate to the position, the retiring Administrative & Finance Director will mentor and coach the new Director to provide additional support and guidance during the transition period.

Five highly trained staff, including the Bookkeeper, Office Manager, Grants Administrative Assistant, Executive Specialist, and Data Projects Coordinator, all help perform the administrative, financial, and data components of the Coalition's work. These five staff members work as a team with the Administrative & Finance Director, who in turn supports the team through leadership and direction.

### **Job Description: Administrative & Finance Director**

#### **Organization:**

We create safe, just, and equitable communities through advocacy, education, and empowerment of anyone affected by domestic and sexual violence, stalking, child abuse, and human trafficking.

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors, and a central staff working together to 1) influence public policy on the local, state, and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to domestic and sexual violence, child abuse, stalking, and human trafficking; and 4) prevent violence and abuse before they occur.

#### **Position Description:**

The Administrative & Finance Director directs and manages all financial, grants management, and administrative functions of the Coalition in line with its mission and vision. This senior-level position is a key part of the leadership team and directs the organization's overall health and financial well-being.

#### **Key Responsibilities:**

##### Financial Management:

Provide financial direction and oversight for the organization and is responsible for all financial management, from daily, weekly, and monthly operations, including payroll, to high-level management, including budgeting and forecasting.



- Develop, revise, and ensure compliance with financial policies and procedures; implement internal control reviews and improvements.
- Create analyses, commentary, and presentation materials for the Board of Directors, the Finance Committee, and other Board committees.
- Direct and oversee the Bookkeeper with all financial processes.
- Coordinate and lead the annual audit process; liaise with external auditors; assess any changes necessary.

#### Grants Management:

The Coalition currently provides training, technical assistance, support, and funding to the 12 community-based crisis centers/member programs that provide services to victims of domestic and sexual violence, stalking, and human trafficking. The Administrative & Finance Director directs the subcontracting of approximately 12 federal and state grants/contracts to the 12 member programs.

- Coordinate the grant writing team to ensure sustained federal and state funding.
- Oversee and ensure compliance with grant contract requirements, including compiling monthly, quarterly, and yearly financial and data reports.
- Negotiate with state and federal funders.
- Oversee the ongoing fiscal and programmatic monitoring of the Coalition member programs.

#### Administrative and Data Management:

Provide administrative and data management for the organization. Empower the organization to make informed decisions, view policies and practices through a diversity, equity, and inclusion perspective, and foster innovation.

- Direct and manage human resource functions, including processes, policy creation, and implementation.
- Supervise Office Manager, Executive Specialist, Grants Administrative Assistant, and Data Projects Coordinator.
- Lead annual operations work planning with department heads to ensure administrative and operational needs are met across the organization. This includes overseeing office equipment purchase and maintenance and managing contracts.
- Manage the Coalition's lease, building functions, and security.
- Manage all organizational subcontract and consultant agreements, maintaining and improving templates and supporting all teams with review and guidance.
- Manage information technology systems with an outside, trusted and effective vendor.
- Direct and manage data systems and reporting, including statewide data systems used by the member programs.
- Demonstrate unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals at all levels of the organization.
- Participate in staff meetings, leadership team meetings, and other internal planning and coordination meetings to provide input regarding deliverables, timelines, and processes.
- Practice direct and ethical communication with staff, member program subrecipients, and external stakeholders.



This is a general description of duties and is not intended to list every specific function of the position.

**Minimum Requirements (A candidate must possess all four of the minimum requirements):**

- Bachelor's degree in business administration or at least ten years of relevant business management experience with a bookkeeping certificate.
- Experience with federal and state grants.
- At least five years of supervisory experience.
- Proficiency in Microsoft Word, Outlook, and Excel.

**Preferred Skill Requirements:**

- A good sense of humor, high emotional intelligence, and a passion for the work and for supporting the staff doing the work.
- Superior verbal and written communication.
- Adept at planning, focusing on the impact of the Coalition's core values.
- Experience in non-profit, computerized fund accounting.
- Capable of taking legal and financial material and explaining it in an easy-to-understand format.
- Ability to learn and implement new technology programs within the Coalition when needed.
- Curiosity and self-reflection in daily work.

**Physical and Psychological Demands:**

The physical demands described here must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to manage multiple concurrent deadlines in a fast-paced environment.
- Capable of entering text or data into a computer by means of a traditional keyboard (Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine, or 10-key numeric keypad.)
- The person in this position communicates daily with member programs, stakeholders, and staff members. Must be able to exchange accurate and complex information in these situations.
- This position is hybrid with in-person responsibilities in Concord, NH. Infrequent travel in and out of state may be required, including overnights and weekends.
- Background checks are required.

**Benefits:**

- 403 (b) with Coalition contribution after one year of employment
- 100% employer-paid dental insurance for employees
- 100% employer-paid health insurance for employees
- Health Reimbursement Account
- Life Insurance
- Generous paid time off



- Flexible schedule
- Professional development opportunities
- Reimbursement for travel expenses

**Disclaimer:**

The above statements describe the general nature and level of work expected for this position. Additional responsibilities, duties, or skills may be required that are not outlined in this description. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Coalition is an Equal Opportunity Employer committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**For Human Resources Only**

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full-time position	
Salary	\$90,000 - \$103,000 commensurate with experience
Supervisor	Executive Director
Department(s)	Administration
Last Revised	March 2024

Interested applicants should submit both a cover letter and resume to [info@nhcadsv.org](mailto:info@nhcadsv.org)