



Director of Mission Support Services (Finance & Administration) Job Description

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington's juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ's results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families.

CCYJ seeks a Director of Mission Support Services to shape, grow, and sustain organizational operations at an exciting time in our history. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile Logvin in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate. We seek a Director of Mission Support who is excited to help change lives through changing the systems of juvenile justice and child welfare that inform the futures of so many of our children.

The Director of Mission Support Services is responsible for oversight and management of finance, administration, human resources, and day-to-day operations. The Director of Mission Support Services serves as a member of the leadership team that includes the President/CEO, Director of Programs, and Director of Development. The Director of Mission Support Services plays a key leadership role in ensuring that CCYJ fulfills its mission, ensures a values-based organizational culture, and accomplishes its financial goals.

CCYJ'S CULTURE EMBRACES

- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- CCYJ operates with an innovative and leading-edge mindset
- CCYJ is purpose driven and laser sharp in the fulfillment of our mission
- CCYJ embraces a growth mindset; our development is essential to expand and grow our organization
- CCYJ produces results, not reasons
- Anything is possible
- Everyone has something to contribute
- Everything happens out of your relationship with other people
- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We own them, learn from them, and move on.
- Transparency is essential to a highly functioning organization
- A diverse, fully self-expressed workforce

REPORTING RELATIONSHIP

The Director of Mission Support Services reports to the President/CEO.

SUPERVISION EXERCISED

The Director of Mission Support Services supervises a team of administrative and fiscal managers and associates. The Director of Mission Support Services also oversees various contracted resources (technology, operational support, etc.).

FLSA STATUS

This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. This position is recognized as a member of the Leadership Team for the finance, administration and operations divisions, and exercises independent judgment on a variety of issues impacting CCYJ

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that will be performed. Duties and responsibilities are subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

Lead and Empower a Growing and Diverse Cross-Functional Organization

- In partnership with the President/CEO and Leadership Team, contribute to the creation and fulfillment of CCYJ's annual organizational goals and strategies
- In partnership with the President/CEO & Leadership Team, build and sustain a thriving, purpose-driven, and values-based organizational culture
- Promote the growth of a high quality and sustainable organizational infrastructure
- Provide policy, technical, and strategic recommendations
- Provide assistance to the President/CEO on special projects, as directed
- Coordinate and communicate with the leadership team to ensure fluid cross-team interactions
- Supervise mission support services staff and consultants, ensuring staff are aligned with vision and direction of CCYJ, and fulfilling their roles and responsibilities effectively
- Ensure mission support services staff are aligned with the organizational vision
- Prepare and present information to Board of Directors as requested and needed

Organizational Efficiencies & Performance Enhancements

- Assist in formulating CCYJ's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans
- Monitor and conduct performance measures to ensure CCYJ's strategic direction
- Evaluate and assess for new and emerging opportunities for CCYJ to strengthen and expand its infrastructure support services
- Remain current on state and federal regulations, laws, and best practices that impact CCYJ's work and mission

Financial Oversight

- Prepare and present annual operating budget for CCYJ
- Analyze financial statements and make recommendations to the President/CEO regarding projected or current financial impacts, and to pinpoint potential areas of growth and concern, ensuring adequacy for operations and strategic goals.
- Work closely with CEO, Director of Programs, and Director of Development to build net reserves
- Oversee and ensure the accuracy of all revenue and expenditures, and the respective required data entry
- Oversee all accounts payable, accounts receivable, and payroll functions
- Monitor cash flow regularly, ensuring adequacy for daily operations and strategic goals
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports
- Ensure compliance with local, state, and federal financial and taxation reporting requirements
- Develop and implement finance, accounting, billing, and auditing policies and procedures

- Establish and maintain appropriate internal control safeguards
- Ensure records systems are maintained in accordance with US GAAP, and filed accordingly
- Manage audit and 990 preparation with external auditors for timely completion
- Act as liaison to Board Finance Committee

Operations, Human Resources, & Infrastructure

- Ensure effective and adequate organizational insurance coverage; general liability, officers and directors, workmen's compensation, unemployment and property to effectively minimize risk to the organization
- Regularly investigate and analyze current and potential benefits for employees, to ensure competitive and comparable benefits package
- Regularly investigate and analyze current and potential technology and outsourcing opportunities available for cost/benefit analysis within CCYJ
- Create, implement, update, and ensure compliance and distribution with all organizational administrative, personnel, and financial policies and procedures
- Oversee all human resources aspects of the organization, including job postings, recruitment of a *diverse* workforce, compensation scales, personnel files, and any performance improvement actions
- In partnership with the President/CEO and Leadership Team, design, implement, and oversee a robust and thriving system of staff development that includes orientation, performance evaluation, and professional training and development
- Regularly monitor employee satisfaction and create solutions to strengthen employee's relationship with organization
- Oversee all contractual relationships, including grants, consultants, and infrastructure (leasehold, telephone, technology, etc.) and, in partnership with the program managers, ensure appropriate communication and coordination to evaluate compliance, ensure regular review for optimization of services and/or performance.
- Ensure all legal and/or business licensing regulations are met on a timely basis maintain organizational compliance licensing standards.
- Oversee technology resources to ensure organization is evaluating and utilizing technology needed to maintain the program and operational infrastructure

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY

Experience

- Certified Public Accountant (CPA) preferred but not required. Bachelor's degree in accounting or finance, or related field
- Experience as a Controller, Director of Finance and Administration, and/or Chief Financial Officer
- Extensive financial and managerial experience to include the day-to-day financial operations and human resources (typically 5 years)

Desired Specialized Knowledge and Skills

- Not-for-profit accounting in accordance with U.S. GAAP
- Strong knowledge and experience with organizational financial structures and administrative supports within businesses
- Commitment to CCYJ's mission.
- Technologically savvy and knowledgeable including but not limited to Microsoft Office Suite, Google Apps, QuickBooks

Abilities:

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment
- Demonstrated track record in developing and leading staff to achieve
- Experience managing a cross-functional program team
- Ability to assess organization' financial strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions
- Strong interpersonal and relationship-building skills
- Ability to listen to others and communicate honestly, responsibly and professionally; verbally, written, and electronically

- Entrepreneurial
- Ability to perform several tasks concurrently with ease, effectively and efficiently
- Commitment to impeccability and integrity

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

Competitive salary commensurate with skills and experience. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay and Floating Holiday Pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.