



## LEADERSHIP MEMPHIS

EMPOWERING OUR COMMUNITY TO STEP UP

Job Title: Director of Operations and Finance

Location: Memphis, TN

Reports to: David Williams

Title: President & CEO

Type of position:

Hours: 40 hours weekly

Full-time  Part-time

Exempt  Nonexempt

### GENERAL DESCRIPTION

Reporting to the President/CEO, and serving as an integral member of the senior management team, the Director of Operations and Finance for Leadership Memphis is responsible for the organization's strategic and day-to-day operations and financial sustainability. This includes financial planning, strategy, management and oversight such as fiscal year and departmental budgets, accounts payables and receivables, payroll, financial reporting and the annual audit. The Director of Operations and Finance is furthermore charged with supporting organizational and departmental operations including but not limited to day-to-day administrative planning, human resources, vendor relationships and facility security and maintenance. This position is tasked with the ongoing development of policies, procedures, systems and processes that result in high quality operational and financial standards, as embodied in the Malcolm Baldrige Quality Awards.

### WORK EXPERIENCE REQUIREMENTS

- Financial Management- Oversight of the day-to-day financial management of Leadership Memphis that contributes to the fulfillment of Leadership Memphis' mission, as well as strategic goals and objectives; Review monthly financial statements, reports and data for accuracy while serving as the management liaison to president and other key members of senior management, the board and finance committee; Effectively communicate and present critical financial matters regarding budgeting, cash flow, investment priorities, and policy matters at select senior team, board of directors, and committee meetings. Plan effective strategies for the financial well-being of Leadership Memphis including but not limited to the accounting systems and controls for accounts receivable, accounts payable, payroll, petty cash, bank deposits, coding of invoices, collection of fees and donations, etc. Represent the organization externally, as necessary, particularly in banking and lease negotiations.
- Operations/HR - Direct and organize the work of the administrative and human resource functions. Provide oversight of office and gallery appearance, maintenance and security, vendor relationships, legal obligations, insurance and routine office business. Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality. Ensure staff members receive timely and appropriate training and professional development, while establishing and monitoring staff performance and development goals, holding staff accountable for deliverables, setting objectives, establishing priorities, conducting annual performance appraisals, and recruiting/hiring personnel.
- Fundraising Support – Support the President/CEO and key staff in fundraising strategies and systems that include but are not limited to donor/sponsor/funder pledges, invoicing, and record keeping/reporting. Interface with the LM bookkeeper to ensure that all donations are accurately documented and aligned in the donor management system and the LM accounting system – and that invoices and statements are accurate and generated in a timely manner. Oversee the administration, recognition and fulfillment of grants and funding sources.
- Relationship Management – Establish and maintain strong, quality relationships – internally with LM staff, board and volunteers – and externally with LM alumni, sponsors, LM partners and the community at large.

### SKILLS/QUALIFICATIONS:

- Business or Accounting degree mandatory, a Master's in business administration or non-profit operations is preferred
- This position requires a high level of planning, organization, project management skills, attention to details and accuracy.
- Demonstrate the ability to multi-task simultaneously and to prioritize to meet deadlines.

- Must be self-motivated, and able to work well both independently and cooperatively; proven success working as member of a team.
- Position requires a high degree of professionalism, tact and diplomacy, and sensitivity to highly confidential information.
- Strong computer skills needed, including word-processing, spreadsheets, and familiarity with complex databases. Microsoft Office Suite (Excel, PowerPoint, Word)
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating staff and volunteers.
- A willingness to learn.
- Occasional evening and weekend work required.
- Communication skills - written and verbal
- Must be able to lift 50 lbs.
- Willingness to use personal vehicle to transport during events.

## **TO APPLY**

Interested individuals should submit a letter of interest and resume to [hr@leadershipmemphis.org](mailto:hr@leadershipmemphis.org), **NO PHONE CALLS PLEASE.**

Please note that an invitation to interview for the position will be based on the strength of your cover letter. Your cover letter should explain how your qualities, skills, and experience will make you an ideal candidate for the job and include your desired salary range.

Submission **DEADLINE: May 26, 2017**. Only those applicants that will be considered for the next step in the hiring process will be contacted.