



Title: Director of Finance

Reports to: Executive Director

Summary of Job: The Director of Finance is responsible for the overall financial management of the organization. This includes overseeing a \$16.2M budget, including \$8.6M in government contracts. The Director of Finance also serves as a key component of the HPP Executive Team which consists of nine members. As part of the Executive Team, the Finance Director is responsible for developing and monitoring adherence to the organization's strategic plan as well as yearly budget creation, analysis and forecasting. The Director of Finance directly supervises administrative and financial managerial staff and ensures that they deliver the highest quality of services to HPP. Direct report is the Controller. Indirect reports include four Accounting staff.

Essential Duties and Responsibilities:

- Manage organizational budget, cash flow, payables, and receivables.
- Lead annual organizational budget process and any necessary revision efforts; present financial forecasts and analysis and provide recommendations to Executive Leadership regarding budget and expenditures.
- Serve on the Board Finance Committee and present **monthly** budget and financial statements to the Board of Directors.
- Ensure timely production of accurate, full accrual financial statements.
- Direct methodology and process for allocating expenses consistent with GAAP guidelines.
- Collaborate with program and development staff on grant budgets and reports. Prepare the budget component of grant proposals.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Ensure compliance with all financial and contract reporting requirements for private and public funding. Attend government meetings regarding these issues.
- Collaborate with the Controller on the annual audit and Form 990 preparation.
- Develop, implement, and monitor accounting, budget, and audit controls.
- Maintain operating procedures for all accounting and financial controls.
- Act as primary liaison for banking, investment, and insurance relationships.
- Additional duties as requested by the Executive Director and Board Treasurer.

Core Competencies:

All HPP Staff are expected to meet the expectations of our Core Competencies:

Accountability and Reliability: Shows up for the team, the clients, and the organization; takes responsibility for actions, and follows through on tasks and projects.

Collaboration: Helps colleagues as needed, views responsibilities as shared; Actively participates in agency-wide initiatives/ efforts.

Communication: Uses effective written and oral communication with coworkers and community served; understands emotions of self and others, and responds with empathy.

Continuous Learning: Demonstrates curiosity and eagerness to learn and develop professionally.

Equity Mindset: Understands and is committed to goals of diversity, equity, and inclusion and fostering an inclusive environment; consistently centers equity in the organization's work both internally and externally.

Proficiency in area of focus: Has skills and knowledge in role and area of focus.

Qualifications:

Education and Experience

- At least 8 years of progressively responsible experience in financial positions with at least 3 years of significant management responsibility.
- Demonstrated achievement in providing financial leadership, analysis, and strategic thinking in support of a complex, dynamic organization.
- Thorough knowledge of both GAAP and nonprofit disclosure requirements.
- Experience with government contracts, cost allocation, and development of indirect cost rates.
- Significant experience with negotiating leases, contracts, and lines of credit.
- An advanced degree in accounting or nonprofit management is desirable.

Other Skills/Abilities

- Commitment to inclusive decision making and staff development.
- Ability to work collaboratively with people of diverse backgrounds.
- Excellent organizational skills and able to manage several projects/tasks at the same time
- Excellent written and oral communication skills
- Ability to maintain a high level of consciousness and sensitivity to homeless individuals and families, including individuals with alcohol and substance use disorders, those living with HIV/AIDS or afflicted by domestic violence
- Ability to work in a crisis-oriented environment
- Ability to work flexible hours
- Understanding of, and commitment to, social justice, anti-racism, and HPP's mission and organizational values.
- HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

Computer Skills

- Intermediate to advanced knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of Salesforce databases preferred
- Experience with business accounting software required. Experience with FundEZ preferred.

Physical Requirements: This position requires the ability to work flexible hours, under stress, and handle multiple project deadlines. This position requires Covid vaccination and an annual tuberculosis test.

Work Environment: Fast paced work environment with multiple demands presented at all times.

Salary: \$172,000 - \$181,000

Benefits: Excellent benefits including: 100% paid Employee Medical, Dental, Vision, Life Insurance. Subsidized dependent medical. 403B with 1% non-contributory contribution and up to 2% contributory match. 20 paid holidays. Monthly racial healing day.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other

characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program is a nationally-recognized family resource center in San Francisco that empowers homeless and low-income families, particularly mothers motivated by pregnancy and parenthood, to find within themselves the strength and confidence they need to transform their lives. The agency serves over 3,000 families in-need annually, providing a variety of programs and services to help families become healthy, stable and self-sufficient.

Over three decades, HPP has grown to become a thriving family resource center with the mission: in partnership with our families, break the cycle of childhood poverty. The agency believes in a two-generational approach and partners with parents to address family needs during the transformative stages from pregnancy through kindergarten.

The first agency in San Francisco to hire former clients as staff, HPP's evolution has been guided by the community it serves. More than half of HPP's immensely talented staff of 100+ are former clients and/or come from the community the agency serves.