

## FINANCE & OPERATIONS DIRECTOR

### Role Profile

Job Title:	Finance & Operations Director
Location:	Chicago (National Office) area only; Hybrid of in person and remote work
Status:	Full-Time (40 hours per week)
Salary:	\$86,000 - \$106,000
Travel:	Limited; occasionally one annual US trip
Reports To:	CEO
Apply Here:	<a href="https://usaward.org/work-at-award-usa/">https://usaward.org/work-at-award-usa/</a>

### Summary of Role

The Duke of Edinburgh's International Award is the world's leading youth achievement award, operating in over 129 countries and territories. Since 1956, millions of young people worldwide have earned their Award by developing transferable skills, increasing fitness levels, cultivating a sense of adventure, and volunteering in their communities. The Award helps young people ages 14-24 discover their purpose, passion, and place in the world. Today, there are more than 1 million active participants globally using the proven learning framework to develop life skills and achieve their infinite potential.

The Finance and Operations Director will support the growth of the Award in the United States through finance, HR, and operations leadership. [The Duke of Edinburgh's International Award USA](https://usaward.org/work-at-award-usa/) is seeking a skilled, energetic, and strategic financial professional to support the organization's administration and financial systems and oversee overall processes and operations ensuring efficiency and quality. The role of the Finance and Operations Director is to ensure the financial health and smooth running of the National Office of Award USA. The role incumbent will effectively create and maintain financial records, prepare financial reports, provide HR support, and oversee the audit process as well as facilities management. Along with the CEO, they will oversee the organization's budget. Additionally, the Director will provide administrative support for the Board of Directors by organizing meetings and events, creating timelines, preparing agenda materials, recording minutes, and following up on annual disclosures. Excellent organization and communication skills are important qualifications for this position, as well as good customer and vendor relations. The ideal candidate for this position is an experienced financial and operations professional who is technologically savvy, trustworthy, collaborative, detailed and processed oriented, a multi-tasker, and committed to accurate, ethical, and timely financial data and reporting, with a strong service orientation.

### Key Areas of Responsibility

#### FINANCIAL MANAGEMENT

- Maintain General Ledger accounts in accordance with US Generally Accepted Accounting Principals;

- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation, cash flow, forecasts, and analysis in a timely manner;
- Develop and maintain systems to ensure accurate and timely fiscal accounting on a daily, monthly, quarterly and annual basis;
- Manage Award Center revenue (license fees, training, participant fees, and activity provider fees) and follow up for timely payment;
- Reconciliation of bank and credit card accounts on a monthly and quarterly basis;
- Oversee and lead the annual budgeting process in collaboration with the CEO, administer and review all financial plans and budgets, monitor progress, and keep leadership informed on the organization's financial status;
- Coordinate and lead the annual audit process, liaise with external auditors and appointed Board of Directors; completion all necessary PBR 990/audit reports;
- Maintain and follow systems and internal control procedures and initiate corrective actions as needed;

## **HUMAN RESOURCES**

- Assist the CEO and VP of Program & Operations with the development and maintenance of administrative standards and HR procedures for personnel including volunteers, and staff onboarding;
- Ensure all materials, supplies, access to systems, and training set up for staff and volunteer onboarding;
- Prepare staff salary and benefits upon hire and at yearly renewal periods;
- Create and maintain up to date HR files for all full time and part time staff;
- Track employee paid time off balance;
- Liaise with benefits vendors;
- Manage financial HR functions including processing payroll with a third party payroll service and administering 401K employee retirement program;

## **OPERATIONS and FACILITIES MANAGEMENT**

- Manage incoming and outgoing mail;
- Ensure that the office has sufficient supplies and equipment through stock management of stationery, postage, Award certificates, Award medals, Award Center welcome materials, etc.;
- Provide support to Award Centers and participants by ordering supplies and mailing welcome boxes, awards, and certificates;
- Ensure that the office and kitchen areas are well stocked;
- Liaise with suppliers to arrange maintenance for equipment and supplies;
- Liaise with managing agent regarding any maintenance or health and safety issues for onsite facility;
- Order for new and support remote office team members IT and office supply needs;
- Manage external consultants (IT, Benefits, Salesforce, Auditors, etc.);

- Liaise with IT consultants to arrange technology maintenance or repairs;
- Assist national team with daily operations, project planning, and special events, working closely with the VP when necessary;
- Other administrative duties as they emerge;

**BOARD OF DIRECTORS SUPPORT**

- Provide support for planning, organizing, and scheduling Board of Directors meetings, committee meetings, and events;
- Support finalization of meeting agendas and the creation of Board packets in a timely manner;
- Document, and distribute meeting minutes; maintain Board Dropbox resource; tracking action items and resolutions;
- Support the onboarding of new Board of Directors members (governance & honorary board) and collect annual disclosures.

Undertake any other duties as required for the successful delivery of national strategic and annual objectives.

**ROLE SPECIFICATIONS**

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or commensurate level of experience in accounting or bookkeeping</li> <li>• Mission driven youth advocate with a genuine interest in The Duke of Edinburgh's International Award vision and mission</li> </ul>	<ul style="list-style-type: none"> <li>• CPA license</li> <li>• Achieved Bronze, Silver or Gold Award from The Duke of Edinburgh's International Award</li> </ul>	Application, Resume, Degree/certificate verification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in day-to-day management of an office environment</li> <li>• Experience of QuickBooks and/or Salesforce or similar data management tool</li> <li>• Interpersonal skills with experience working with diverse constituents</li> <li>• Exemplary oral and written communication and presentation skills</li> <li>• Familiar with experiential/outside the</li> </ul>	<ul style="list-style-type: none"> <li>• Youth focused nonprofit experience</li> <li>• CRM database management</li> </ul>	Application, Interview, References

	<p>classroom learning</p> <ul style="list-style-type: none"> <li>• Leading, promoting, and working in a diverse, inclusive, cross-cultural environment</li> <li>• Developing metrics and reports</li> <li>• Experience with leading Audit processes</li> <li>• Experience leading and overseeing annual budget process</li> </ul>		
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Organize and plan effectively</li> <li>• Communicate effectively at all levels</li> <li>• Build trusted relationships and be an effective ambassador among diverse stakeholders</li> <li>• Independently take initiative, manage time, prioritize workloads, work under competing pressures and deadlines</li> <li>• Work collaboratively and cross functionally as a team member</li> <li>• A skilled energetic HR and financial professional</li> <li>• Event management planning and execution</li> <li>• Personal commitment to continuous learning and improvement</li> <li>• A demonstrated bias for action and solution-oriented approach</li> <li>• Experienced user of QuickBooks, Microsoft Office Suite, including MS Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Experienced user of Salesforce, Form Assembly, CRM databases</li> <li>• Event planning</li> </ul>	Interview, Work Sample
<b>Circumstances</b>	<p>Hybrid position in Chicago working in person (approximately 3 days) and remotely (2 days) Monday through Friday. Some flexibility is required around the lead up to national events or Board meetings. Onboarding will take place in person at the Chicago office. Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment in line with policy and local regulations. Must be eligible to work in the USA.</p>		

## Benefits

Benefits relevant to this position are:

- Paid Vacation: 25 days per annum plus National Holidays
- Health, dental and vision insurance are available, with costs shared and/or completely covered by Award USA, depending on your plan(s) of choice.
- Self-managed 401K plan with an employer match up to 5% (available after satisfactory passing of 90-day probation period) NOTE: This 90-day delay can be waived at our discretion.
- Life insurance, short term disability and long-term disability coverage are offered at no cost to you.

## Equal Opportunity Employer

The Duke of Edinburgh's International Award USA 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. If you need a reasonable accommodation to submit your employment application, please email Lisa Metzger-Mugg, VP of Program and Operations at [lmetzgermugg@usaward.org](mailto:lmetzgermugg@usaward.org).

## Application

To be considered for this position, please submit your application on our website:

[Employment | Duke of Edinburgh's International Award USA \(usaward.org\)](https://www.usaward.org)