



### **Job Description: Finance Director**

Full-Time Salaried Exempt

\$85,000 - \$95,000 commensurate with experience

Aurora / Metro Denver, Colorado

Hybrid Position (4 days in office / 1 Flex day)

### **Collaborative Healing Initiative Within Communities (CHIC)**

Collaborative Healing Initiative within Communities (CHIC) builds women's economic, social, and cultural capital because powerful women build healthy families and thriving communities.

- CHIC Education programs provide mind-body-spirit mentorship and education for youth, building positive identity, mindfulness, and self-efficacy to increase school success.
- CHIC Workforce programs help women plan, pursue, and persist on pathways to employment in high-earning, in-demand industries with low barriers to entry.
- CHIC Reentry programs provide mentorship and intensive case management for women and girls exiting the prison and juvenile justice systems.
- CHIC Community Development programming supports ongoing community development. CHIC events bring families and service providers together to increase access to community resources and facilitate social connections and cohesion.
- CHIC Policy programs seek to advance systemic change for Black women, girls and families. Presently, CHIC is advancing the Justice for Black Coloradans initiative to advocate for racial reparations in the state of Colorado.

### **Position Overview**

CHIC seeks a Director of Finance to build and manage strong financial infrastructure, manage day to day financial operations, and support CHIC's Executive team and Board of Directors in laying the foundations for long term financial responsibility. The Director will report to CHIC's Chief Executive Officer, and hold a position on CHIC's leadership team.

The individual who thrives in this role will share a passion for CHIC's mission, vision and values, and will be committed to helping build CHIC's long-term financial legacy. She or he will be a flexible and proactive systems builder who is ready and willing to support organization leadership in upgrading our financial systems in response to years of steady, successful growth. She or he will have a relentless attention to detail, and will bring consistency and efficiency to CHIC's daily financial management - monitoring of expenses, accounts payable, and accounts receivable. Finally, she or he will be a team player who is able to help build financial competency across CHIC's program teams.



## **Roles and Responsibilities**

<p><b>Financial Strategy and Systems</b></p> <p>25%</p>	<ul style="list-style-type: none"> <li>● With the Executive team and external consultant support, conduct a five year financial projection, strategy and plan for the organization.</li> <li>● Oversee and lead annual budgeting, revenue forecasting, and planning process in conjunction with the Executive team and Board.</li> <li>● Lead the Board financial committee on oversight and quality assurance of CHIC's financial strategies and systems. Effectively communicate and present the critical financial matters to the Board of Directors</li> <li>● Oversee the procurement, development, and data transfer of/to CHIC's new financial platforms and systems.</li> <li>● Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual</li> </ul>
<p><b>Financial Management</b></p> <p>50%</p>	<ul style="list-style-type: none"> <li>● Administer and review all financial plans and budgets; monitor progress and changes; and keep the Executive leadership team abreast of the organization's financial status.</li> <li>● Manage organizational cash flow and forecasting.</li> <li>● Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting</li> <li>● Once operable ensure the consistent implementation and upkeep of CHIC's platforms and systems.</li> <li>● Manage all accounts payable and receivable.</li> <li>● Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.</li> </ul>
<p><b>Team Development</b></p> <p>25%</p>	<ul style="list-style-type: none"> <li>● Partner with program staff (Directors and Coordinators) to build knowledge and skill around essential budgeting, financial management, and financial operations capabilities.</li> <li>● Provide periodic team training and development opportunities</li> </ul>

### **Qualifications** - The ideal candidate will have:

- BA required, ideally with an MBA/CPA or related degree
- At least seven to ten years of overall professional experience; ideally six-plus years of broad financial and operations management experience



**Skills** - The ideal candidate will demonstrate:

- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Ability to work independently
- Analytical and critical thinking skills
- Ability to work with diverse stakeholders
- Accuracy and attention to detail
- Strong interpersonal, supervisory, and customer service skills required.
- Ability to multitask, work under pressure, and meet deadlines required.

**Mindsets and Attributes**

- **Values alignment:** you are invested in CHIC's mission and vision; you have a clear "why" for this work that drives and motivates you, even when the going gets tough
- **Cultural competency:** you are culturally responsive in your actions and language
- **Trauma sensitivity:** you have knowledge and experience engaging and supporting adults and children who experience / have experienced trauma
- **Relationship development:** you naturally and proactively cultivate, maintain, and deepen relationships with individuals in CHIC programs, CHIC staff, and partners
- **Collaboration:** you are dedicated to working closely with CHIC staff and partners; you are committed to leveraging shared resources to have greater impact in community
- **Initiative:** you take personal responsibility for achieving your goals; you solve problems and find creative ways to move forward in spite of obstacles
- **Self-Management:** you are highly self-aware and self-motivated; you take responsibility for your actions and your time; you model mindfulness, reflection, and commitment to your own growth and healing



### **Working Conditions**

- Engage in hybrid work, including office work at CHIC's home office in Aurora, Colorado
- Travel between CHIC office and partner sites for outreach and engagement

### **Compensation and Benefits**

- Salary Exempt Full time position
- Annual compensation range is \$85-95,000
- Full benefits package available after 90 days of employment, including health, vision, and dental
- Total benefits include:
  - Generous Time off, including annual paid time off (total number of days available with duration of employment), 3 paid weekly hours of mental health time, and four "breathe" (no meeting, team building) days per year
  - Ongoing learning and development, including 1:1 executive coaching
  - Eligibility for sabbatical leave after 7 years

### **How to Apply**

Please email your resume and a video to:

[katherine@chicdenver.org](mailto:katherine@chicdenver.org)

Your **video should be no longer than five minutes**, and **should answer these questions**:

1. Why is CHIC's mission meaningful to you?
2. Why do you want this job?
3. What experiences make you the best candidate?
4. What professional experience are you most proud of?
5. Describe a challenging work-related experience and how you navigated through the challenge and the outcome.

### **Equal Opportunity Employer**

Collaborative Healing Initiative Within Communities (CHIC) is an Equal Opportunity Employer. CHIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. CHIC celebrates diversity and representation. We seek to create a team that represents the diversity and the experiences of the women, girls, and community we serve. We seek to create conditions in which diverse backgrounds and experiences are welcomed, supported, and nurtured as assets in our work.