
EMPLOYMENT OPPORTUNITY – THE PROVIDENCE PLAN

DIRECTOR OF FINANCE AND ADMINISTRATION

OVERVIEW

The Providence Plan seeks applications for the position of Director of Finance and Administration.

The Providence Plan is a nonprofit organization with a mission to improve the economic and social well being of Providence and its neighborhoods. The Providence Plan was created in 1992 as a joint effort of the City of Providence and the State of Rhode Island to promote better collaboration between government, the private sector, and community-based organizations. The organization is governed by a Board of Directors comprised of agency directors and community leaders. The organization has a staff of 50 and an annual budget of \$6 million.

The Providence Plan is best described as a “Think and Do Tank,” a term that seeks to capture the dual nature of the work it performs. A portion of the activity – the thinking – is dedicated to providing policy makers and community organizations with access to reliable, timely data and information. The other half – the doing – is engaged in developing and implementing programs designed to fulfill unmet needs in the community. By combining “think” and “do” The Providence Plan has a demonstrated capacity to solve problems.

In terms of the organizational structure, The Providence Plan operates five distinct, yet often overlapping, initiatives: *the Information Group*, *New Roots*, *Building Futures*, *YouthBuild*, and *Ready to Learn Providence*. The five programs operate under The Providence Plan umbrella, which allows for powerful peer learning and tremendous efficiencies. Each of these initiatives seek to create systemic change by forging public and private partnerships and designing innovative models rooted in best practices. The Providence Pan serves as the organizational home for these initiatives, yet each creates their own identity and “brand” within the community.

In our 17years of operation, The Providence Plan has established a solid track record for operating community-based initiatives and providing sound administrative support for projects in which we function as the intermediary. The organization maintains an administrative team consisting of: an executive director, deputy director, finance and administration director, information technology director, development associate, and office manager.

The Providence Plan has a strong track record in terms of financial management. Since its inception, the organization has always received ‘unqualified’ external audit reports with no material findings. The organization has also ended each fiscal year with a net operating surplus.

The Providence Plan has seen dramatic growth over the past five years, which is attributed to the successful launch and sustainability of new three initiatives – Ready to Learn, New Roots, and Building Futures. During this timeframe, The Providence Plan has secured and managed 20 federal discretionary grants totaling over \$30 million. In addition, the organization has leveraged its capacity to provide fiscal agency services for other entities. In the upcoming budget, The Providence Plan will manage an estimated \$1.25 million on behalf of other organizations.

POSITION SUMMARY

The Director of Finance and Administration will provide overall financial management services for The Providence Plan, its programs, and the organizations for which it acts as fiscal intermediary. Reporting to The Providence Plan's Executive Director, the Director of Finance and Administration will oversee an annual budget of \$6 million, which is currently comprised of 60 individual grants and contracts.

Primary responsibilities will include: operating systems for cost and revenue allocation; complying with all financial reporting requirements for grants; maintaining all financial records, and developing budget and financial statements (monthly and annual). In addition, the Director will also manage a variety of federal discretionary grants, serve as the primary point of contact to external auditors, and function as the human resources officer for the organization.

The Director of Finance and Administration receives additional support and direction from The Providence Plan Audit Committee of the Board and participates as a member of The Providence Plan's Senior Staff – a group that helps set direction for the organization.

Key Relationships

Reports to: Providence Plan Executive Director

Direct reports: Office Manager

Other key relationships: Providence Plan Board of Directors; Providence Plan Audit Committee; Providence Plan Deputy Director, and Providence Plan Project Directors; Funders

Other Responsibilities

- Process bi-weekly payroll – including 50 full-time staff and 70 AmeriCorps and YouthBuild students using ADP Pay Expert and ADP ezLabor Manager.
- Work with program directors to: manage project budgets; provide regular financial updates; monitor actual vs. budgeted spending; and implement a grants-reporting system.
- Oversee the purchase/use of business services (i.e., insurances) and employee benefits.
- Supervise Office Manager, whose primary functions include accounts payable, personnel records management, new employee orientation, and office management responsibilities, etc.
- Design and implement internal financial operating systems and policies and procedures to improve organizational efficiencies and effectiveness.

QUALIFICATIONS AND COMPETENCIES OF THE IDEAL CANDIDATE

The successful candidate will possess an established track record of providing sound and prudent financial management services to mid- or large-sized nonprofit organizations or the equivalent. S/he will minimally hold a bachelors degree in business, finance, or related field, with an advanced degree being preferred. S/he will also possess a minimum of ten years of relevant work experience in financial management operations. Additionally, the applicant will possess many of the following competencies, abilities, attributes, and experiences:

- Demonstrated knowledge and experience in all relevant standards, conventions, and rules associated with Generally Accepted Accounting Principles (GAAP).
- Substantive knowledge of automated accounting software packages for the nonprofit sector such as Sage MIP, Blackbaud's The Financial Edge, or equivalent.
- Deep understanding of grants management protocols including experience in implementing federal cost principles and OMB cost circulars.
- Experience in preparing for and completing external financial audits.
- Capacity to be a strategic thinker in managing the day-to-day and long-term financial solvency of the organization.
- Strong oral and written communications skills.
- The flexibility and ability to work in a collaborative, team-oriented, and productive environment that values broad-based input and opinions from numerous individuals.
- An optimistic outlook and the humor, integrity, compassion, and patience necessary to address the needs of an entrepreneurial nonprofit.

TO APPLY

More information about The Providence Plan and the Director of Finance and Administration position may be found at www.provplan.org. **The application due date has been EXTENDED to Monday, June 29, 2009.** Due to the pace of the search, candidates are encouraged to apply as soon as possible. Applications should include a cover letter describing your interest and qualifications and a resume.

If submitting materials by e-mail, send to Andrew Bramson at abramson@provplan.org. Please attach all documents (Microsoft Word or Adobe PDF preferred). Do not include materials in the body of the e-mail. In order to expedite the internal sorting and review process, please type your name (Last, First) as the only contents in the subject line of your e-mail. All recipients will receive an e-mail notification confirming receipt of materials. If you do not receive a confirmation within 48 hours, please call 401-455-8880 ext. 206.

If submitting materials by regular mail, send to Andrew Bramson, The Providence Plan, 10 Davol Square, Suite 300, Providence, Rhode Island 02903. All materials will be duplicated and distributed to the review panel. As a result, please do not include binders, staples or other materials that cannot be easily copied onto 8.5 x 11 paper.

This is a full-time position with a salary commensurate with experience. The Providence Plan provides a comprehensive benefits package to salaried employees that includes medical insurance (United Health) and dental insurance (Delta Dental) for employees and families as well as group life and long-term disability insurance. The Providence Plan also provides a 401k plan for employees and a flexible spending account program.

The Providence Plan complies with all applicable state and federal regulations regarding hiring. It is a continuing policy of The Providence Plan to recruit, hire, and promote individuals without regard to race, color, religion, national origin, sex, sexual orientation, age, physical or mental disability or veteran status. This policy applies to all terms, conditions and privileges of employment including recruitment, hiring, orientation, training, placement and employee development, promotion, transfer, compensation, benefits, layoffs, termination, and retirement.

ADDITIONAL MATERIALS:

To view a copy of our most recent audited financial statements, visit: