

## **Youth Uprising**

### **IMMEDIATE JOB OPPORTUNITY**

#### **Position Title: Finance and Administration Director**

Reports To: Executive Director

Compensation: 1 FTE. Competitive salary, commensurate with experience. Full benefits.

#### **About Youth Uprising**

In just a few years since it's opening in 2005, Youth Uprising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 – primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Media and Performing Arts, Education and Career Development, Social Enterprise, Peace Making, and Health and Wellness, YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth Uprising go to: [www.youthuprising.org](http://www.youthuprising.org)

#### **The Opportunity**

Youth Uprising offers the successful Finance and Administration Director (FAD) an opportunity to join a dynamic organization with a compelling mission and a successful track record of attracting, engaging and serving a high-risk population in strategies for personal, professional and community transformation.

The winning candidate will find in founding Executive Director Olis Simmons a visionary leader and a strategist committed to creating results that will transform the life experience of youth and their communities. In joining YU's staff, the FAD will become part of a high-performing, warm, diverse team that includes people indigenous to the community, those who are deeply committed to social change, and youth within our target population who help to keep the organization attuned to the current realities of youth culture.

The new FAD will be positioned for significant success and ongoing professional growth, as YU develops the programs and practices that position us to become a national leader in urban community transformation.

#### **Finance and Administration Director (FAD) - Position Summary**

Youth Uprising (YU) seeks a highly detail oriented, trustworthy, experienced and relational Finance and Administration Director (FAD) to provide executive financial and administrative leadership to the organization. The FAD is a senior level yet hands-on position responsible for effectively leveraging resources and managing a multimillion-dollar annual budget. The FAD is responsible for the quality and integrity of all financial and administrative aspects of Youth Uprising while ensuring the smooth functioning of the Finance and Administration Department.

The successful candidate will have experience and skills in strategic planning, budget planning, departmental leadership, financial management, compliance management, cross-functional

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collaboration, office administration, records management, risk management and human resource administration.

The FAD will oversee the infrastructure, systems and processes needed to increase the capacity and impact of Youth Uprising, continually evaluating best industry practices in comparison to internal systems and resources, with an eye toward needs, goals and current realities. The FAD will seek to use a Triple Bottom Line (TBL) approach to decision-making and evaluation, incorporating awareness of the impact of financial decisions and policies on Members, the staff, and the larger fields, consistent with YU's commitment to community transformation. The FAD will ensure that YU's financial management practices and policies safeguard the financial health of the organization and create capacity to accomplish YU's mission in new and creative ways.

As a member of the Senior Directors' Team, the FAD will play an important role in YU leadership, planning, and the professional development of all staff. The FAD will work with the directors to create a climate of integrity, accountability, and strong ethical commitment in YU's management of its human and financial resources. The FAD will also provide regular financial reporting and analysis to the YU leaders and Board of Directors, and act as a liaison to the Board of Directors' Finance Committee, working closely with the Committee to strengthen YU's financial position.

The successful candidate will bring strong organizational skills, high standards and a strong work ethic to each aspect of this position.

The FAD reports to the Executive Director and works as part of the Senior Directors Team. The FAD supervises the staff of the Finance and Administration department. This position requires someone whose passion for Youth Uprising's vision is matched with experienced financial and administrative leadership and the ability to motivate others to ensure the effective and successful functioning of the organization as a whole.

#### **Primary Responsibilities**

##### *Strategic Planning and Leadership*

- Contribute to **strategic planning** to ensure that YU's programs and departments are supported by the necessary technology, financial and human resources and spaces. Identify opportunities and solutions to maximize utilization of YU's resources. Contribute financial expertise in the planning of new services that generate additional sources of revenue.
- Manage and coordinate overall organizational **budget development** using a proactive, collaborative and strategic decision-making process that strengthens YU as a sustainable and thriving organization.
- Prepare **annual organizational budget** for presentation to the Senior Directors Team and Board of Directors, ensuring a financial plan consistent with YU's strategic goals and funding projections.
- Oversee the growth and maintenance of a healthy organizational infrastructure, including organization-wide performance improvement activities, effective and efficient business operations, and up-to-date organizational **policies and procedures**.
- Serve as primary YU liaison in negotiating and managing YU's **service contracts**, including all insurance policies.

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- Identify and define **staffing** needs for the Finance and Administration Department; hire, train, supervise, manage and develop administrative, accounting and finance staff.
- Develop and manage **departmental budget**.
- Serve as a knowledgeable and wise steward of YU resources and bring that perspective to the whole YU team. Provide financial **leadership** that will enroll support, create ownership of goals, and encourage active participate in decisions that impact YU.

#### *Financial Management*

- Set up internal **systems and controls** for accounts payable and accounts receivable to ensure safe deposit and recording of incoming monies, timely payment of accounts, and internal cash-flow.
- **Manage and forecast** the immediate and longer-term **cash** needs of the organization. Support the development and maintenance of a prudent reserve. Manage investment of YU cash resources to both ensure the necessary accessibility and maximize financial return.
- Manage **costs** by continually seeking data that will identify opportunities and take action to eliminate non-value costs.
- Establish and manage **credit** with vendors.
- Oversee monthly invoices and tracking of accounts receivable to ensure timely **collection** of private and public revenues.
- Manage and coordinate **recording and reporting** to ensure timeliness, efficiency and accuracy and to maximize sustainability and financial health. Set up general ledger (coding structure) for precise reporting. Develop monthly, quarterly and annual financial reporting materials and metrics for YU leadership and Board of Directors. Maintain accountability and manage the resources to ensure high quality performance in the area of financial and grants management, including reports required by outside funders on behalf of YU and its projects. Reconcile bank statement and maintain current accounting records. Ensure filing is accurate and up to date.
- Process **contractor fees and payroll**, including negotiating/overseeing contract with payroll service.
- Ensure **regulatory compliance** re Form 990, CA-199, and sales tax reporting.
- Coordinate and manage **audit processes** with internal staff, outside funders, consultants, and auditors. Ensure proper preparation for annual audit, including timely IRS filing.

#### *Controls and Compliance Management*

- Oversee financial and accounting **system controls** and standards. Review, revise and maintain a strong structure of internal controls including policies, procedures and systems to ensure accurate reporting of transactions, safeguarding of assets and compliance with audit and legal requirements.
- Manage **staff and projects' compliance** with YU operational and financial policies, procedures and systems, in accordance with government regulations, GAAP, FASB and YU's risk and contract management policies, as well as all Federal, State & Local labor laws and YU personnel handbook.

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#### *Cross-functional collaboration*

- Ensure strong **internal communications** between Finance and all departments within YU. Assist other Directors and staff with accessing financial information necessary for developing and monitoring departmental, grant-specific and project-specific budgets, and achieving budget targets. Review and approve all budgets before entering into accounting system.
- Maintain positive **relationships** with Board members, vendors, funders and others, as needed.
- **Collaborate** with Development Team (re financial reporting needs for funders) and Program Team (re earned income tracking and tracking/reporting on specific program areas and designated funds) to support YU's goals.

#### *Office Operations Administration*

- Give effective **individual and team leadership** to the agency's administrative function, ensuring excellent customer service to people both inside and outside YU.
- **Supervise** financial, administrative and facilities staff.
- Oversee YU's **physical infrastructure**, including maintenance and upkeep of the facilities, office allocation and renovations or upgrades as needed. Seek to use environmentally sustainable building materials, processes, tools and supplies.
- Oversee YU's **information technology** systems to ensure capacity necessary for both programs and administration.
- Manage **contract negotiations**, including lease and/or purchase of office space and/or equipment.
- Oversee front **office operations** and procedures including reception, switchboard, shipping, mail distribution, requisition of supplies, and internal and external conference room services.
- Oversee **telecommunications** management including monitoring system performance to assure dependable and uninterrupted operation of telephone and voice mail equipment; performing set-up, dismantle, and changes of users with telephone extensions, calling features, voice mail and access codes; providing training for new users; overseeing call accounting system to ensure accurate allocation of long distance cost; and maintaining and distributing telephone directory.
- Oversee general **office supply** purchasing and inventory, seeking to utilize 'green' materials.

#### *Records Management*

- Manage **personnel files**. Ensure proper progressive practices and documentation to ensure professional development or termination of employees as appropriate.
- Oversee planning and prioritizing of hard records filing for YU. Formulate and maintain **procedures** for systematic retention, protection, retrieval, training, storage, transfer and disposal of records.

#### *Risk Management*

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- Act as liaison between YU and Insurance Broker to ensure appropriate level of coverage and limits in effect. Make recommendations and facilitate conversations for managing risk. Ensure proper coverage through direct policies and coverage of all on-site providers. Prepare applications, renewal schedules, back-up documentation, and quarterly or annual updates and reports of **non-health related Insurance Policies** (Commercial Crime, Director and Officers, Commercial Liability, Professional Liability, Auto, Volunteer Accident, Group Travel, Property & Casualty, Workers' Compensation and others.)
- Provide administrative services and record keeping as well as internal and external client and bank relations for business lines of credit. Manage liability of extended **credit**.
- Oversee planning and maintenance of **safety and security protocols**.

#### *Human Resource Administration*

- Supervise human resources practices. Work to continuously improve **HR systems and processes** so that they are consistent with the highest professional standards. Ensure that staff are properly trained and equipped to maximize their contributions as valued employees. Actively work to promote and recognize performance on an ongoing basis.
- Support **hiring** of new employee and/or contract staff as needed.
- Oversee and update ongoing **training, orientation and evaluation** materials and processes for incoming and existing staff or consultants, in collaboration with the Deputy Director.
- Work with the Executive Director and Deputy Director to make YU an increasingly desirable place to work with a high degree of **employee satisfaction**.
- Oversee all **employee benefits**, including medical, dental, vision, employee assistance program and insurance, to maximize value to staff in most cost effective manner. Investigate and implement health and other employee benefits as appropriate. Manage unemployment claims.

#### *Other duties as needed and assigned.*

### **Qualification and Competency Requirements**

#### *Positional Competencies – required for our Director of Finance and Administration*

- **FINANCE AND ACCOUNTING KNOWLEDGE, SKILLS AND MANAGEMENT EXPERIENCE** – BA in Accounting or Finance from an accredited institution. One of the following: (1) ten years of financial/accounting experience, (2) MBA, MPA, or MA with a concentration in finance, economics, accounting, or business, or (3) CPA with a minimum of five years financial/accounting experience. At least three years in a senior management position in a non-profit organization tracking a multimillion-dollar, multiple-source budget. Comprehensive and expert knowledge of accounting, internal controls, FASB, GAAP and nonprofit compliance. Experience with audit and compliance management.
- **IMPECCABLE ETHICAL INTEGRITY** - Values-based leadership. Highest levels of personal and professional integrity with an ability to maintain confidential information concerning personal, financial, or medical matters.
- **STRONG COMMUNICATION SKILLS** – Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information,

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compose documents, and present data in a clear and concise manner to appropriate personnel, including ability to effectively present information to top management, program staff and/or Board of Directors.

- STRATEGIC THINKING - Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate solutions, with the ability to be flexible and adaptable and revise strategies as necessary.
- BUSINESS ACUMEN - Demonstrated ability to interpret economic conditions and anticipate the impact on the organization.
- NON-PROFIT ACCOUNTING EXPERIENCE – Experience with fund accounting and tracking multiple income sources, each with their own designation(s) and limitation(s), including grant income and government contracts.
- FINANCIAL ABILITY AND INSIGHT - High facility with numbers and the capacity to be a financial management resource for all departments within the organization. Strong financial analysis, budget management, and financial modeling skills.
- BUDGET LEADERSHIP EXPERIENCE - Experience leading a budget development process.
- COLLABORATIVE ABILITY - Strong cross-functional capacity to both lead and participate in cross-functional teams to define issues and agree on processes, strategies and outcomes.
- ADMINISTRATIVE AND HUMAN RESOURCES EXPERIENCE – Administrative experience working in a complex, high-performing organization. Experience and success in managing staff, contract employees and technicians including delegation, implementation, establishing goals, developing scope of work, cost parameters, objectives, standards, supervision, and evaluation of programs and of individual performance. Strong administrative knowledge of “leveraging” services and maximizing resource capacity. Experience with the HR systems, practices and procedures in professional organizations. Experience with 403(b) or similar pension plans.
- RISK MANAGEMENT EXPERIENCE - Risk management training certificate, or 3 years work experience in risk management. Tolerance for and ability to manage risk.
- COMPUTER SKILLS AND IT MANAGEMENT EXPERIENCE - Experience with QuickBooks and other Non-Profit accounting applications. Proficient in Windows 2000 and Office 2000 applications including MS Word, Excel, PowerPoint and Visio. Experienced with data-base systems. Technologically savvy, with experience overseeing information technology staff/vendors.
- AVAILABILITY for occasional evening and weekend work.
- PROJECT MANAGEMENT EXPERIENCE is a plus.
- YOUTH LEADERSHIP DEVELOPMENT and/or COMMUNITY TRANSFORMATION EXPERIENCE is a plus.
- EXPERIENCE WITH EARNED INCOME (sales, training/event fees, etc.) is a plus.
- BILINGUAL is a plus.

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*Managerial Competencies – required at YU for those who manage others*

- **LEADERSHIP** - Visionary • Articulates goals and objectives and their value • Acts as a positive catalyst for change • Models desired behaviors • Able to inspire and organize others • Builds on strengths and facilitates growth in areas of weakness • Seeks input, assesses risks and makes decisions • Problem-solving approach to challenges •
- **PATIENCE** - Able to maintain composure and endure under difficult circumstances • Compassionate, especially regarding long-term challenges • Able to withhold judgment/conclusion and take time to inquire into the causes of a situation • Able to manage expectations and measure success over the long-haul •
- **INSIGHT/DISCERNMENT** - Able to acutely observe and insightfully perceive a situation and/or character • Emotionally intelligent and able to reflect on feelings, motives and needs • Demonstrates good instincts regarding long-term impact and implications •
- **PROFESSIONALISM** - Adheres to the highest ethical and organizational standards • Best-practice approach to work • Dependability, rooted in a reliable continuity of presence, principles and actions • Continuously seeks excellence in what we do and how we do it •
- **SENSE OF HUMOR** - Able to be real • Able to see the lighter side of difficult situations • Ready to laugh •
- **MOTIVATIONAL POWER** - Able to articulate goals, build excitement and motivate others to do their best • Able to move people beyond their comfort zone and inspire them to take strategic risks • Elicits other people's realization of their maximum potential • Motivates people to be phenomenal team members • Instills a sense of ownership and investment in the larger vision • Delegates and builds the leadership of others • Inspires others to go 'over and above' and feel good about it •

*Core Competencies - required of all staff for successful performance at YU.*

- **HIGH PERFORMANCE** - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- **ORGANIZATIONAL SKILLS** - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- **FLEXIBILITY** - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- **POSITIVE ATTITUDE** - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- **SOCIAL SKILLS** - Able to work with a variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •

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- **CRITICAL THINKING** - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks ‘outside the box’ – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

**Start Date:** ASAP. Goal start date 08/01/09. Applications accepted until position is filled.

**Compensation:** Competitive, commensurate with experience. Full benefits.

**How to Apply:** Email resume and cover letter with recent salaries and four professional references to jobs@youthuprising.org. Include “FAD – [Your Name]” in the subject line.

*Youth Uprising is an Equal Opportunity Employer. Youth Uprising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.*