



Position: Finance & Operations Director

Organization: Enriching Lives through Music (ELM)

ELM was founded in 2014 to address the gap in access to a high quality music education for children who live in the Canal neighborhood of San Rafael.

Today ELM provides over 150 youth ages 8-18 with an immersive music education and resources that inspire and empower them to pursue their dreams. In addition to music, we provide academic support and commit to our students' families and community. ELM is a vibrant and growing organization with a current budget of \$1.3 million and 5 year plan that includes a capital campaign, growth to a \$2.5 million budget, and 250 students.

Learn more at: www.elmprogram.org

Position Summary:

ELM seeks a dynamic and experienced Finance & Operations Director to join our leadership team. The Finance & Operations Director will be responsible for the organization's overall financial management and operations and will hold primary responsibility for financial planning and reporting, human resources, information technology, and facilities management.

The Finance & Operations Director will provide the Board of Directors (Board) and Leadership Team (including Executive Director and Development Director) with the necessary information and analysis required to ensure the financial integrity and operational effectiveness of the organization. The ideal candidate for this position is an energetic leader with strong analytical skills and the ability to work collaboratively, set and fulfill strategic goals, and support ELM's long-term vision while managing the day-to-day operations.

RESPONSIBILITIES

Financial Management (60%)

Responsible for overseeing budgeting, financial reporting, and cash flow. Specific duties include:

- Prepare and manage annual budgets and cash flow forecasts that accurately represent ELM's organizational activities and financial goals
- Produce timely and accurate monthly and/or quarterly financial statements and analyze and report dashboards for the Executive Director and Board to track the ELM's financial health
- Oversee implementation of the Investment Policy in conjunction with the Finance Committee
- Develop and support financial projections, pledge tracking, and other needs relating to \$5M+ capital campaign

- Participate in strategic planning with the Leadership Team and Board and identify opportunities to improve administrative, financial, and other systems
- Review and strengthen internal controls and financial practices to safeguard assets and mitigate risks and ensure compliance with accounting principles and standards
- Oversee the reconciliation of bank, credit card, investment, and other financial accounts to maintain financial integrity
- Oversee the accounts payable and accounts receivable functions
- Oversee payroll processing, payroll tax filings, and compliance with payroll regulations
- Manage annual audits (as required) and proper filing of tax returns (prepared by an outside vendor) and other compliance requirements
- With the Development Director, oversee grant management to ensure that accurate, timely financial reports are prepared in accordance with grant requirements and budgets and other financial documentation are produced for grant proposals
- Ensure that relevant parties are informed about fiscal status and that financial information is communicated clearly to all relevant parties

Operations/Facilities Management (40%)

Responsible for overseeing human resources, information technology, and facilities management. Specific duties include:

- Oversee human resources (HR) systems and related vendors, handle employee and contractor relations, ensure compliance with regulations, assess staffing needs, hire employees and contractors, and develop compensation and benefit plans
- Manage information technology (IT) operations and outside vendors, ensuring efficient and effective technical support for the organization
- Oversee facilities including grounds, buildings, and equipment to ensure a safe and functional work environment
- Review insurance coverage and work with appropriate brokers regarding changes as needed, to ensure competitive pricing
- Manage and enhance operational practices including an operations manual and emergency management plan

THE IDEAL CANDIDATE

Our ideal candidate will have the following characteristics and skills:

Characteristics

- Have a passion for ELM's mission
- Be able to listen, meet people where they are, and engage in meaningful dialogue with compassion and empathy
- Be an enthusiastic learner with a can-do attitude
- Be committed to diversity, equity and inclusion, and belonging
- Lead and manage with intention and a growth mindset

Skills

- Strong working knowledge of financial and operational management including financial forecasting, planning and budgeting, staff planning, and relevant laws and regulations
- Excellent oral, written, and interpersonal skills

- Enthusiasm for working collaboratively in staff teams alongside skills to inspire and direct junior staff
- Ability to manage multiple tasks and priorities to conclusion at an appropriate work pace
- Ability to maintain a high degree of confidentiality and professionalism and manage challenging personnel situations effectively
- Advanced proficiency in collaborative business tools (i.e. Google Workspace) and Quickbooks Online
- Basic proficiency/experience with fundraising software
- Able to manage complex financial systems and processes

Education/Experience:

- Bachelor's degree in accounting or related finance discipline with MBA and/or CPA preferred
- Minimum 5 years of relevant experience in financial management and/or operations management - preferability with a nonprofit
- Minimum 5 years experience in a leadership role - preferability with a nonprofit

Reporting Relationships

This position is full time with a flexible, hybrid schedule. The Finance and Operations Director reports to the Executive Director and serves on the Leadership Team.

The Finance and Operations Director supervises a part-time executive assistant/office manager and bookkeeper.

Compensation and Benefits

The salary for this position is \$100,000-\$105,000 depending on experience. ELM offers a competitive benefits package which includes professional development, healthcare expense program, paid time off, and the option to enroll in a retirement savings program.

Application Process

If interested, please submit your resumé and cover letter to careers@elmprogram.org.

We are committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.