

Job Opportunity

Director of Finance and Administration

The Organization:

California YIMBY is California's leading statewide housing advocacy organization dedicated to ending the housing shortage and making California an affordable place for everyone to live, work, and raise a family. California YIMBY rejects the policy and political status quo and works to realize fundamental evidence-based change to California's housing policies, which would benefit tens of millions of people. Founded in 2017, California YIMBY has redefined the national housing debate by developing best-in-class policy, sponsoring and passing major legislation, reshaping the public narrative in favor of more homes, and building and activating a statewide YIMBY movement.

The Opportunity:

California YIMBY is seeking an experienced Director of Finance and Administration who is excited to work with a passionate team and support the organization as it continues to grow. Specifically, this position will be responsible for developing and strengthening our accounting, HR, and compliance functions across our three corporate entities; California YIMBY 501(c)(4), California YIMBY Education Fund 501(c)(3), and the California YIMBY Victory Fund (PAC). The Director of Finance and Administration reports to the Chief Operating Officer and serves as a member of the leadership team.

Responsibilities

Finance & Compliance:

- Directs the financial management of both California YIMBY 501(c)(4) and California YIMBY Education Fund 501(c)(3), including long- and short-term financial planning, financial analysis, budgeting, financial reporting, cash management, and investments.
- Partners with our lawyers and ensures timely and compliant reporting of lobbying and political expenditures.
- Oversees any temporary or contract staff in the Finance and Administration department, including tax preparers and auditors.
- Recommends policies and procedures for effective financial management and administration.

- Advises and assists in the implementation of financial decisions by the senior staff, the Board of Directors, and the finance and audit committees.
- Oversees the development of the annual budget and ensures that the expenditure of funds is in accordance with the budget and established policies.
- Oversees all accounting functions, including accounts receivable, accounts payable, payroll, and bank reconciliations and preparation of monthly financial reports.
- Oversees and participates in the structure and design of the investment plan and policy, as well as monitors any investment manager that may be hired as reserves grow.
- Partner with the Director of Development and COO on grant budgeting and reporting.

Administration

- Maintains and reviews internal controls and proposes modifications as needed.
- Provides oversight of risk management, including but not limited to insurance and HR policies.
- Directs the overall management of the management information systems for the organization.
- Oversees office space, including leases, equipment, etc.
- Reviews all contracts to ensure the organization's interests are protected.

Human Resources

- Administers all employee benefits, including insurance and pension benefits, and recommends changes as needed to maintain compliance with government regulations or to enhance employee recruitment and retention.
- Ensures compliance with all applicable employment laws.
- Oversee the organization's onboarding and offboarding processes in partnership with the appropriate supervisor.
- Ensure the employee manual is up to date and recommend updates to our employee policies.

Minimum qualifications: Passion for ending California's housing shortage and affordability crisis. Five plus years of increasing leadership experience in general accounting controls, systems, and procedures in a political or nonprofit organization. Demonstrated experience with GAAP compliance, attention to detail, and excellent written and verbal communication skills.

Preferred qualifications: BA, BS, or higher degree in Accounting, Finance, Business Administration, or related field. Familiarity with both 501(c)(3) and 501(c)(4) financial management and compliance, including but not limited to lobbying, political expenditure, and PAC reporting. Experience developing and implementing new HR and finance systems, proficiency with Quickbooks, and knowledge of restricted contributions and grant reporting.

Diversity. Equity. Inclusion: These are not just words at California YIMBY. These values are key to furthering our mission to make California an affordable place to live, work, and raise a family. Representation matters, especially in our work to end the housing crisis. A crisis that, by design, continues to impact communities of color disproportionately. To address that historic and ongoing inequity, we are building a YIMBY movement that reflects California's rich diversity, and we actively seek diverse candidates with broad professional and lived experience.

California YIMBY is proud to be an equal-opportunity employer and is committed to providing equal opportunity for all employees and applicants. California YIMBY recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation. California YIMBY will consider qualified applicants with arrest and conviction records.

Apply: Email your resume and cover letter to jobs@cayimby.org and put "Finance Director" in the Subject line. Candidates who reach the second interview stage will be asked to provide professional references.

Location: California YIMBY is a predominantly remote workplace, and employees can work from home the majority of the time. The Finance Director should live close enough to Sacramento or San Francisco to be in the office when needed for meetings or other in-person duties.

Salary: \$120,000 - \$150,000 with generous benefits including but not limited to 4 weeks of paid vacation, health insurance, and retirement contribution.