



Director of Administration

Position Description:

The Director of Administration is a fulltime, exempt, position responsible for the oversight and strategic implementation of WCYFS' finances, human resources and operations. The Director of Administration is part of the executive leadership team, reports directly to the Chief Executive Officer, and supervises the Finance Manager, Human Resources Manager, Operations Manager, Grants Manager and other administrative positions.

Duties/Responsibilities:

Leadership:

- Provide leadership to WCYFS team to maintain a high level of excellence among programs, including but not limited to, facilitating team conversations, using good business judgement, and role modeling appropriate direct service techniques during difficult situations.
- As a member of the Executive Leadership Team, work with partners, government representatives, community leaders, and others as necessary and appropriate and in a variety of settings.
- Maintain programmatic subject-matter expert credibility to strategically meet the agency's vision, mission, values and programs.

Administration:

- Maintain administrative records to ensure compliance with a variety of stakeholders including, but not limited to: federal, state and local government or municipalities; foundations; etc.
- Collaborate with the executive leadership team to ensure alignment with administrative functions including, but not limited to: finance, human resources, operations, IT/database.
- Support development of operating strategies to attain mission-oriented goals and objectives.
- Support contract and grants submission, and lead compliance efforts to maintain alignment upon award notification.
- Maintain contracts and agreements with vendors, funders, consultants. etc.
- Maintain insurance policies (D&O, General Liability and Automobile, Worker's Compensation, etc?)
- Review all formal finance-, HR-, and IT-related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.
- Perform administrative tasks, as necessary, to support both program operations and role responsibilities.

Financial:

- Provide oversight of day-to-day finance & risk management operations including, but not limited to: agency and programmatic budgets; accounting operations; internal control and policy; program and funding compliance; etc.
- Facilitate cost allocation & expense prioritization in collaboration with agency, program and/or employee needs.
- Represent agency & maintain effective relationships with funding partners including, but not limited to: federal, state and local government or municipalities; foundations; local businesses; community organizations; and community supporters.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and Executive Team; administer and review all financial plans and program budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Coordinate all audit activities.

Human Resources:

- Provide oversight of day-to-day human capacity including, but not limited to: personnel policies and procedures; hiring & onboarding practices; performance & termination practices; personnel & staffing requirements; training; etc.
- Provide oversight and support in the design and implementation of a competitive compensation system and benefit package to attract and retain staff. Partner with leadership to develop a Total Rewards/Pay philosophy, regularly review compensation and benefits market data, monitor pay practices and proactively address issue, manage benefit broker resources and benefits enrollment process, manage leave administration and the payroll function.
- Lead conversations & support efforts to ensure robust & effective practices to recruit engage & maintain employees.

Operations:

- Provide oversight of day-to-day operations & facility management including, but not limited to: policies & procedures; vendor management; maintenance and repairs; renovations; etc.
- Oversee, manage and comply with insurance requirements, build and permit inspections, code enforcement, etc.
- Oversee facilities to ensure consistent operations as the organization scales.
- Provide oversight of the agency's IT infrastructure. Work with agency's IT contractor to ensure smooth delivery and operation of IT services.
- Assist with identifying business and technology needs to optimize the use of information technology.

Required Skills/Abilities:

- Must support WCYFS mission and be dedicated to eliminating domestic violence, sexual assault, human trafficking and youth homelessness, in addition to supporting the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities.
- Ability to productively work both autonomously and as a team member.
- Excellence in writing and editing abilities.
- Excellent organizational skills.
- Experience with a variety of online applications and databases, such as QuickBooks, Microsoft Office, Excel, Office 365, and Apricot.
- Ability to effectively communicate and work with key stakeholders, including but not limited to, government partners, community and individual supporters, executive leadership, and Board of Directors.
- Ability to work effectively with individuals from diverse backgrounds and cultures, and awareness of and sensitivity to the cultures represented in San Joaquin County.

Education and Experience:

- Bachelor's degree and five-years of non-profit management experience with an emphasis in Finance.
- Fingerprint clearance required.
- Reliable transportation, valid California Driver's License, and proof of insurance.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds at times.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.



About Employer:

WCYFS is an equal opportunity employer and hires and promotes employees regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Additionally, WCYFS is an at-will employer. Employees, as well as the agency itself, are free to terminate employment status at any time, with or without reason. Although WCYFS may choose to terminate employment for cause, cause is not required.

WCYFS is a highly established nonprofit organization funded by a variety of federal, state and local government agencies, foundation grants and individual supporters. The continuation of programs, and therefore employment positions, may be contingent upon continued receipt of these or alternative funding sources.

Position Summary:

Classification: Director
Position Title: Director of Administration
Department: Administration
Status: Salaried/Exempt
Reports to: CEO
Salary: Starting at \$80,000.00/Annually (DOE)