



Director of Administration and Finance August 2022

About SBIDC

The Southwest Brooklyn Industrial Development Corporation (SBIDC) is a forty-year-old nonprofit, membership organization providing vital services to industrial and manufacturing businesses in Sunset Park, Red Hook and Gowanus. The organization also helps local residents secure quality jobs and careers. Our services fall into three primary categories: business services, workforce development, and policy and advocacy, all with the goal of encouraging economic development that creates and sustains good industrial jobs and benefits the entire Southwest Brooklyn community.

Position Overview

SBIDC seeks a Director of Administration and Finance to support the organization's next phase of growth. This newly-created role will oversee, evaluate, and adjust as needed, current HR, Finance, IT, facilities, and other administrative systems to integrate operating infrastructure with programmatic efforts. This position will report directly to the Executive Director and liaise with a diverse group of partners and constituents, including the staff, Board of Directors, vendors and member businesses. The position will not have any direct reports at the outset but will provide guidance and support to staff members on a range of ongoing and special projects and may grow to manage a team of direct reports.

Essential Functions and Responsibilities

Program Support and Administration

The Director of Administration and Finance will be a partner to staff across the organization to support planning and cross-team collaboration. They will:

- Work closely with program leaders to develop project and program plans;
- Support staff in integrating required reporting and compliance activities into their program operations and in support of larger organizational needs;
- Identify and implement opportunities for integration of different administrative tools and systems; and
- Develop effective platforms and processes that ensure the team is communicating and collaborating across functions to meet our objectives.

Finance

The Director of Administration and Finance will be responsible for the oversight and management of financial operations and will work closely with finance/accounting consultants, Executive Director,

and Board finance committee to ensure the highest level of financial control of the organization. They will:

- Lead the annual budgeting and planning process in conjunction with the Executive Director;
- Work with accounting firm to prepare for monthly finance committee meeting and quarterly board meetings;
- Manage the board finance committee, which meets on a monthly basis;
- Produce analyses as requested by Executive Director and Board of Directors to guide program-related and operational decision-making, including staffing/hiring, and allocation of non-personnel resources;
- Work with Executive Director and program team to create grant application budgets and ensure grant reporting compliance;
- Manage membership revenue strategy, including system for collecting membership dues;
- Procure, evaluate and serve as primary point of contact for all external vendors who provide services critical to our mission, including insurance broker, accounting firm, PEO, and technology assistance provider; and
- Improve systems for financial recordkeeping.

Human Resources

The Director of Administration and Finance will be responsible for operational HR functions not covered by our professional employment organization (PEO). They will work to instill a team performance culture among a group of diverse, talented individuals. They will:

- Oversee the entire lifecycle of an employee, from onboarding to exit interviews, and ensure all employee records are maintained accurately;
- Liaise with professional employment organization and ensure that all staff are onboarded appropriately through the platform;
- Oversee the implementation of the comprehensive employee performance evaluation process, including continuous refinement of performance and supervisory standards, mid-year and annual evaluations, promotions, and performance improvement plan(s);
- Identify professional development needs across the organization and implement plan for meeting those needs;
- Serve as internal review for outsourced payroll; and
- Be a point of contact where issues can be raised by and resolved for employees.

Qualifications

- 3-7 years of progressively responsible work experience, including:
 - Financial management experience, including experience with managing budgets, planning, and financial reporting to senior leadership;
 - Experience with people management, including providing feedback and coaching and executing performance management plans;
 - Nonprofit and/or small business experience; if coming from the for-profit sector, nonprofit board and/or volunteer experience is required.
- Experience in and/or enthusiasm for working in a small organization which requires a high level of collaboration and hands-on work;
- Strong track record of success in, and understanding of, the management of government contracts and grant management and reporting;

- Excellent time management and prioritization skills;
- Skillful relationship manager with the ability to navigate sensitive and politicized spaces, relationships, and decision-making;
- Strong verbal and written communication skills, including comfort and experience with diverse stakeholders, including funders, board of directors, and small businesses; and
- Knowledge of economic development and workforce development issues preferred

Salary and Application

Salary range for this role is \$80,000 to \$90,000 with a competitive benefits package, including partial retirement contribution match, Generous PTO, and health benefits. Email cover letter and resume to Stephanie Dolan at sdolan@sbidc.org. Subject line: Director of Administration and Finance.

SBIDC is an Equal Opportunity Employer.