



## JOB ANNOUNCEMENT: DIRECTOR OF FINANCE & ADMINISTRATION

### Overview

Join us in building a grassroots movement of parent leaders working for economic, racial and social justice for families as COFI's Director of Finance and Administration. This is a new position that reports directly to the Executive Director. An ideal candidate has the experience and skill to make the finance and administrative processes of our rapidly growing Chicago-based nonprofit organization run smoothly. COFI has a national reach with a budget of over \$3M and 22 full-time staff. This person would primarily work to fulfill all financial record keeping and reporting, manage the administration of human resource systems, ensure a well-equipped and maintained office, and supervise the Administrative and Finance staff.

### Who We Are

COFI is an organizing center that elevates the voices of parents living in challenged communities of color through:

- **Local Organizing:** COFI trains and organizes neighborhood and school-based parent teams to take action on issues they identify as important to improving life outcomes for children.
- **Policy and Systems Change Organizing:** COFI unites parent leaders across neighborhoods, race and ethnicity to impact policy changes of priority benefit to children and families.
- **Sharing the Learning:** COFI provides training and resources to parent-led organizations around the country.

COFI's innovative model of leadership development and community organizing, [The COFI Way](#), emphasizes the interconnection between personal struggles and broader community issues and builds capacity for parent leaders to address these issues through collective action. Through COFI's intensive and systematic leadership development and organizing process, parents develop skills, confidence and the organized power to win improvements in schools, communities, and public policies. More information about COFI is available at [www.cofionline.org](http://www.cofionline.org).

### What You'll Do

#### Finance Related – 70% of time

- Draft the annual budget in consultation with program, development and executive staff, and enter the adopted budget in accounting software.
- Manage quarterly and annual financial processes and reporting and as requested or directed by Executive Director.
- Participate in the preparation and monitoring of budget and funder reporting.
- Manage and review twice monthly payroll and accounts receivables and accounts payables.
- Supervise finance staff and consultants.
- Serve as liaison with the auditor.



### Administrative and Other – 30% of time

- Serve as benefits administrator and oversee all insurance and compliance tasks.
- Maintain personnel files and human resource recordkeeping.
- Elicit, evaluate and negotiate vendor bids and contracts.
- Supervise, direct, coach, and provide performance feedback to administrative and IT staff and /or consultants to ensure that program staff have needed equipment and supplies in a well-ordered space.
- Perform any other department or agency-related duties or special projects as directed by the Executive Director.

## Who You Are

Candidates who will be successful in this job will have:

- At least 7 years' experience in nonprofits and at least 3 years in a nonprofit accounting-related role, including bank reconciliations and payroll.
- At least 3 years' supervisory experience, with proven record of success.
- Budget or grant fiscal management experience.
- Bachelor's degree or equivalent experience (finance degree preferred).
- Familiarity with nonprofit financial requirements.
- Competence in the use of Excel and accounting software, preferably FundEZ.
- Good written and verbal communication skills.
- Deep commitment to COFI's mission, vision and values and interest in working in a parent and community organizing context.
- Outstanding organizational and systems development skills.
- Comfortable working in a fast-paced, dynamic environment.

## Salary and Benefits

- Starting salary range is \$83,500 to \$95,000 annually, depending upon experience
- Regular full time – we are an in-person office and preference will be given to applicants available to be in-person but some remote work negotiable
- Generous family friendly benefits include health, disability, life, 403(b) with employer match, paid time off, flex benefit, flexible scheduling, paid sabbatical after 10 years, and optional vision and dental.

## How to Apply and Start Date

Please submit a resume, cover letter and COFI Employment Application to [applications@cofionline.org](mailto:applications@cofionline.org). The application can be downloaded from our Jobs Page <https://cofionline.org/COFI/about/jobs/> or completed [here](#). Applications may also be submitted by mail to Applications, COFI, 2245 South Michigan, Suite 200, Chicago, Illinois 60616 or by fax to 312/226-5144. Application deadline is Friday, June 9, 2023, and start date is approximately July 1, 2023.

Women and people of color are strongly encouraged to apply. COFI is an equal opportunity employer.