



## Director of Finance

**Job Title:** Director of Finance

**Grade:**

**Department:** Finance

**Reports To:** Chief Operating Officer

**FLSA Status:** Exempt

**Type of Position:** Full-time, Regular

**Reporting to This Position:** Finance Staff

**Location:** Washington DC

### JOB SUMMARY

The Police Foundation is national non-profit, non-partisan organization that, consistent with its commitment to improve policing, has been on the cutting edge of police innovation for nearly 50 years. The Police Foundation generates and applies scientific evidence in order to increase public safety, strengthen communities, and provide policy and other guidance to law enforcement agencies.

The professional staff at the Police Foundation work closely with law enforcement and other criminal justice system stakeholders, including communities served and impacted by those systems. Our teams develop, plan, conduct, and publish research, assess policies and practices, produce comprehensive reports, policy briefs, model policies, and establish innovative programs that advance the policing profession. The Police Foundation conducts rigorous research and provides on-the-ground technical assistance to police and sheriff's departments as well as engages practitioners from multiple systems (corrections, mental health, housing, etc.). In addition, the Police Foundation interacts with local, state, and federal agencies regarding police research, as well as evidence-based policies and practices.

The Police Foundation in Washington, DC, seeks a strategic thinker, experienced manager, and practical visionary to serve as its Director of Finance. We are looking for an experienced Director of Finance to oversee all financial aspects of the organization and to drive our financial strategy and planning. The Director of Finance will be a strategic thought-partner and reports to the Chief Operating Officer. The Director of Finance will play a critical role in partnering with the executive and senior leadership teams in strategic decision-making and leading financial operations as the Police Foundation continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization with international reach.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee and lead annual budget planning process in conjunction with the Chief Operating Officer; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team closely informed about the organization's financial status and projections



- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting
- Coordinate and lead the annual audit and Form 990 filing process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary
- Manage organizational cash flow and forecasting as frequently as needed to optimize operations and planning
- Review contracts with funders/grantors and subcontractors and advise on strategic partnerships and procurement
- Supervise, mentor, develop and train direct reports
- Monitor and review expenditures and fund draws/releases for federal and non-federal grants/awards closely to ensure strong internal controls and compliance
- Monitor/review payroll including state filing requirements
- Coordinate, review, and advise about organization insurance, indirect rate proposals, and other financial requirements/needs, including applicable business licenses
- Continue to update contracts, financial management and reporting systems; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Lead financial-related site visits and inquiries requested by funders
- Adhere to and update, as needed, necessary business policies and accounting practices, including identifying technological enhancements to improve efficiency and reduce costs
- Present data and analysis to internal and external stakeholders as required, including funders, staff and the Board of Directors
- Other duties as assigned

## **SKILLS & ABILITIES**

- A commitment to advancing the Police Foundation's mission
- High level of personal integrity, ethics, initiative, confidentiality, and strong interpersonal skills
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Experience with the grant management life cycle and accounting (preferably federal grants experience)



- Strong understanding of the management of indirect costs and strategies to cover such costs through indirect cost agreement development and management
- Experience managing relationships with software vendors; knowledge of accounting and reporting software, knowledge of JAMIS preferred
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision-making
- Strong supervisory skills
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to thrive in a fast-paced environment

## EXPERIENCE REQUIREMENTS

- Minimum of a BA or BS, ideally with an MBA
- MBA, MACC preferred
- CPA preferred
- At least seven to ten years of financial management experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Previous experience with the federal grant life cycle
- Previous experience in not-for-profit financial management setting preferred
- Previous experience working in or supporting the financial aspects of fundraising from a variety of sources
- Broad understanding of revenue models and approaches used in various non-profit and for-profit sectors



## APPLICATION INSTRUCTIONS

**SALARY RANGE:** This is a full-time position. Salary is commensurate with experience and includes a competitive benefits package.

**DEADLINE:** Open until filled. Incomplete applications will not be considered. Must agree to a background investigation and must be authorized to work in the United States.

**POSITION LOCATION:** Position will work out of the Police Foundation headquarters in Washington, DC

**SUBMISSION INSTRUCTIONS:** Interested individuals should apply through the following link and include the information below: [National Police Foundation Direct for Finance Position](#)

1. Résumé
2. Cover letter
3. Names and contact information for at least three references

**\*\*Incomplete applications will not be considered\*\***