



CENTER *for*
COMMUNITY CHANGE

Deputy Director of Finance
Washington, DC

About the Search

Founded in 1968 to honor the life and values of Robert F. Kennedy, Center for Community Change (CCC) has been instrumental in the fight for uplifting diverse communities in America and creating a society in which everyone can reach their full potential. Inspired by a belief in the dignity of all people, the Center has been instrumental in the fight for comprehensive and fair immigration reform, a push for a bold jobs agenda, and protecting essential retirement security programs. The Center played a major role in recent positive changes to immigration laws which will keep thousands of immigrant families together. CCC was also a major contributor in the coalition that worked to help pass the historic health care reform bill in 2010. Their Housing Trust Fund Project has helped bring affordable housing to millions of people for well over two decades.



In order to fulfill their commitment to helping build powerful and dynamic movements across America, the Center for Community Change is seeking a confident and innovative Deputy Director of Finance to serve as part of the Senior Leadership Team. This individual will assist in leading efforts to promote long-term organizational financial sustainability and engaging project teams on financial management and leadership. S/he will accomplish these goals by managing daily fiscal operations, budgeting, reporting, and financial compliance of both the Center and the Campaign for Community Change, a 501(c)4 organization. This individual will report to the Director of Operations and Finance and will be based out of the Center's offices in Washington, D.C.

About the Center for Community Change

The Center for Community Change's mission is to build the power and capacity of low-income people, especially low-income people of color, to have a significant impact in improving their communities and the policies and institutions that affect their lives. They achieve this through both traditional and online community organizing. The Center is one of the longest-standing champions for low-income people and communities of color. They work to strengthen, connect and mobilize grassroots groups to enhance their leadership, voice and power through the lens of its core values: creativity, courage and compassion. The Center hopes to establish a new politics based on community values instead of an "on your own" mentality.

Center for Community Change is being assisted in this recruitment by Development Resources, *inc.* All resumes and questions should be sent to search@driconsulting.com.

Since its inception, the organization has been driven by the belief that everyone should be engaged in the nation's future and that uniting communities can build a stronger country. The Center focuses its work in a variety of areas such as uniting progressive grassroots groups and community volunteer coalitions around common goals, building teams that focus on economic equality, actively pursuing comprehensive immigration reform at both the state and national levels, protecting retirement security, and increasing access to affordable housing. Through its campaigns and initiatives, the Center is able to instill a sense of movement and positive change in communities by successfully amplifying the voices of the people most influenced by the policies enacted at the local, state and national levels. Since 2006, CCC has done this in partnership with its 501(c)4 sister organization, the Campaign for Community Change.

Center for Community Change strives to:



Amplify Community Voices

The Center works to strengthen the local power of grassroots groups and elevate their voices to a national level. The Center leverages its relationships with key community leaders and partners, and ethnic and national media to advocate for low-income people.



Combine Grassroots Power to Win

The Center unites grassroots groups and leaders across race, ethnicity, issues and geography to discuss and solve some of the most pressing problems facing low-income individuals and families today.



Build the Social Movements of Tomorrow

The Center discovers opportunity and potential and nurtures the next generation of leaders. They bring together the most creative thinkers to develop innovative solutions and create a vision for a unified and equal America.

About the Position

Key Responsibilities

- Committed to the Center for Community Change mission and vision.
- Manage the daily activities of the Finance Department at the Center, including oversight of the Accounts Payable, Accounts Receivable, Cash Receipts, Grants Management, and General Ledger functions; report progress to the Director of Operations and Finance.
- Manage the monthly financial close process to ensure it is completed in a timely and efficient manner.

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- Provide oversight and management of the Project Financial Management functions of the organization, including review of proposed budgets, grant financial reports, and revenue projections.
- Coordinate and manage the annual financial audit and timely completion of year-end tax reporting.
- Oversee and review the monthly reconciliation of all balance sheet accounts including bank accounts, accounts receivable, investments, fixed assets, other assets, accounts payable, and other liability accounts.
- Assist the Director of Operations and Finance in preparation of the annual budget, as well as with special projects, reporting and analyses.
- Oversee and review the monthly recording of monthly allocation entries and financial statements.
- Manage and promote the use of effective financial controls, procedures and systems; update and /or create required documentation on procedures, processes and policies.
- Ensure regulatory compliance of all financial functions.

Inter-Departmental and External Coordination and Collaboration:

- Manage the outsourced accounting relationship.
- Coordinate receipt of data from other departments to ensure general ledger reflects all monthly activity; play lead role in problem resolution.
- Effectively work with the Senior Leadership Team and the Board to create and explain financial developments; produce reports for the Board of Directors and Management.
- Research and develop strategies or special processes to support program efforts in collaboration with the Director of Finance and Operations, and Project Managers.
- Contribute to organizational creativity, communications and effectiveness; complete planning and budget responsibilities for long-term viability.
- Manage and build a strong, successful finance team through hiring recommendations, training and evaluation.
- Serve as a mentor to staff and work to develop talent and leverage resources.
- Embrace a mission-driven, cohesive and supportive attitude within the organization.
- Maintain professionalism in all departmental activities and outreach and promote confidentiality of privileged information.
- Establish trust and maintain strong relationships with board members, donors, and all supporters of the Center.

Ideal Experience & Skills

- Bachelor's degree required; advanced degree preferred (i.e. MBA, MPA, or CPA).
- Knowledge of financial principles and practices in non-profit organizations, including 501(c)3 and 501(c)4 organizations.
- At least 7 years of experience in non-profit financial management.
- An entrepreneurial spirit who can handle a fast-paced environment.

- A high-level financial manager with a successful track record of planning and implementing financial systems and procedures which allow an organization to operate efficiently.
- An ambitious, innovative, and creative approach to ensuring financial sustainability.
- Intelligence, confidence, and passion, as well as the ability to strategically harness the passion of others.
- Ability to successfully develop and execute forward-thinking and strategic plans.
- Demonstrated success working with Board members and a Senior Leadership team.
- Demonstrated success leading teams, building consensus, and inspiring confidence and respect.
- Ability to work effectively as a leader and team-member in a dynamic setting and comfortable in a highly collaborative work environment.
- Ability to communicate confidently and effectively with staff and board members; must have strong written, oral and listening skills.
- Strong planning skills and ability to prioritize work activities to achieve goals in a timely manner.
- Strong moral and ethical character.

To Apply



Questions, resumes and CVs should be sent to: search@driconsulting.com.

All first round interviews for the Deputy Director of Finance will take place at Development Resources, *inc.* at 1601 N. Kent Street, Suite 1200, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

Center for Community Change is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.

