



## **Asian Pacific Fund – Director of Finance and Operations**

### **About the Asian Pacific Fund**

The Asian Pacific Fund is a community foundation with a mission to strengthen the Asian and Pacific Islander (API) community in the Bay Area by increasing philanthropy and supporting the organizations that serve our most vulnerable community members. The Fund is the only foundation dedicated to improving the lives of the Bay Area's Asians and Pacific Islanders with knowledge of the community's needs and nonprofits who are making the most impact.

We do this by mobilizing resources, making grants, providing technical assistance, and showing up as a strategic thought leader on issues facing our communities. Since 1993, the Fund has given more than \$10 million in grants and support to a network of 80+ API-led and serving nonprofit organizations. These organizations, known as "affiliates," are at the forefront of addressing a wide range of needs and issues in the API community including senior and youth services, health and well-being, counseling, legal services, advocacy, civic engagement, and arts and culture.

The Fund is a 501(c)(3) nonprofit organization. For more information, please visit our website at [www.asianpacificfund.org](http://www.asianpacificfund.org).

### **Director of Finance and Operations**

The Director of Finance and Operations is a new role on the Fund's leadership team and reports directly to the President & Executive Director. The Fund is in a critical stage of growth and the new Director will play a key role in building the financial and operational infrastructure needed for the organization's long-term success.

In partnership with the Executive Director, the Director of Finance and Operations will develop, implement, and maintain our financial management strategy (systems, policies and procedures, planning and reporting). In addition, s/he will be responsible for overseeing operations including human resources (payroll, benefits, and onboarding) and IT (systems integration, vendor management). As a member of the leadership team, the Director will be expected to be a liaison to the Board, a strong collaborator, and a strong people and culture leader. This is an excellent opportunity for a nonprofit finance leader with operational experience and a track record of creative problem solving and change management to join a mission driven organization looking to increase its impact.

## **Key Areas of Responsibility**

### Financial Management

- Update, implement, and maintain all financial procedures and systems to ensure internal controls and process efficiency
- Oversee day-to-day financial operations including record keeping, cash flow, and forecasting
- Oversee operational accounting services including grants payment processing, payroll, accounts payable, and purchasing; oversee all financial, project/program and grants accounting
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Oversee the Fund's investment activity, serve as key point of contact for investment management team, and provide regular updates and recommendations related to investment performance to Executive Director and Finance Committee of the Board
- Plan, coordinate, and execute annual budget and planning process in conjunction with the President & Executive Director, administer and review all financial plans and budgets; monitor progress and changes
- Effectively communicate and present the critical financial matters to the Board
- Coordinate the annual audit and Form 990 process, liaise with external auditors and the Finance Committee; work with the Executive Director to assess any changes necessary
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual; and implement internal controls

### Human Resources and IT

- Update, implement, and maintain all human resources policies and procedures, employee handbook, and onboarding materials
- Oversee execution of administrative human resources functions including recruitment and hiring, compensation and benefits, performance evaluation, professional development, training, and payroll
- Ensure that recruiting processes are consistent and streamlined
- Work closely and transparently with all external partners including third-party vendors and consultants
- Review and maintain insurance coverage (Liability, Directors and Officers, Worker's Compensation, Unemployment and Health) and works with appropriate brokers regarding changes as needed

### Board Management

- Partner with the President & Executive Director on board strategy and development, including follow up from all Board and Committee meetings
- Support the President & Executive Director and Board to ensure compliance with bylaws
- Support the President & Executive Director to plan and execute educational and programmatic activities for the Board

## Staff Management

- Provide day-to-day management, performance management, and professional development for Finance and Operations Manager
- Provide day-to-day direction and oversight of contracted resources including outsourced accounting, IT, and other consultants

Other duties as assigned

## Qualifications

- A minimum of 7 years of experience in nonprofit financial accounting functions, with at least 3 years in a management role
- The ideal candidate has 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, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic colleagues who do not necessarily have finance backgrounds
- A track record in grants management and grant-related financial reporting
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A demonstrated commitment to diversity, equity and inclusion
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills that support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A natural team player who enjoys supporting and collaborating with colleagues
- Ability to see the big picture and think strategically while also being able to execute tactical tasks
- Personal qualities of integrity, credibility, and demonstrated commitment to addressing issues facing the Asian and Pacific Islander communities

## **Compensation, Benefits, and Start Date**

This full-time position offers a salary of \$110,000 - \$115,000 per year depending on experience, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, 403(b) retirement savings plan, and the option of participating in pre-tax transit benefit program. The ideal start date is Winter / early Spring 2023 but is negotiable.

## **Application Process – PLEASE READ CLOSELY:**

Interested candidates should send a cover letter and resume by email to [jobs@asianpacificfund.org](mailto:jobs@asianpacificfund.org) with the subject line: “Dir Fin/Ops: Your Name.” Cover letters should indicate why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.