



Job Title: Senior Vice President of Finance

Annualized FTE: 1.0FTE

Closing Date: Priority Deadline, July 7, 2023

Organization:

Minnesota Alliance With Youth (the Alliance) works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

Position Overview

The Senior Vice President of Finance will be an expert in managing finances and their relation to federal grants, particularly for our AmeriCorps programs. This position will oversee all financial aspects for the Alliance, ensure financial compliance with grants, and drive financial sustainability and growth. The Sr VP of Finance will provide strong financial management, strategy, and collaboration for the Alliance and report directly to the Minnesota Alliance With Youth President/Senior Executive Officer.

The ideal candidate for this position will exemplify a commitment to diversity, equity, inclusion, and belonging. They will also have excellent communication skills, high attention to detail, strong computer and organizational skills, and an ability to manage multiple projects, priorities, and deadlines.

Responsibilities

Essential functions include:

- Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens

Financial Planning and Strategy

- Develop and implement the Alliance's financial strategy
- Provide strategic recommendations for resource allocation and financial decision making, while ensuring the highest level of grant compliance
- Conduct financial forecasting, analysis, and risk assessment
- Manage overall financial health through financial performance evaluation and identification of areas for improvement

Financial Operations and Reporting

- Manage and perform day-to-day financial operations including budgeting, forecasting, cash flow management, financial reporting, financial grant reporting, and accounting processes
- Maintain financial policies and procedures, ensuring compliance with applicable laws and regulations
- Prepare financial reports, statements, and analysis
- Manage relationships with external partners including auditors, bankers, vendors, funders, and host sites as required for the successful execution of duties

Risk Management and Compliance

- Oversee and coordinate internal controls, audits, and reviews
- Identify and assess financial risks
- Implement measures to mitigate risks and ensure financial and grant compliance
- Remain up-to-date on financial regulations, reporting requirements, audit best practices, and AmeriCorps funding compliance, including regulations regarding nonprofit operations

Organizational Support

- Serve as a member of the Senior Staff
- Collaborate cross-functionally, aligning financial goals and strategies
- Assist with compliance and monitoring relating to all Alliance programs
- Assist with special events
- Other duties as assigned

Requirements

- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Strong commitment to the Alliance core values of equity, quality and collaboration
- 5-8 years of senior finance experience
- Certified Public Accountant (CPA) designation strongly preferred
- Background in finance, specifically with federal grants and OMB requirements
- AmeriCorps program experience preferred, or similar federal government grant experience
- Excellent strategic thinking and problem-solving skills
- Strong communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders
- Ability to maintain confidentiality and integrity in financial matters
- Ability to work occasional evenings and weekends
- Ability to perform sedentary work as required

Knowledge, Skills, and Abilities

Knowledge

- Experience incorporating the perspectives of multiple communities, including communities of color in the consideration of impacts and outcomes of their work
- Experience working with youth and/or strong commitment to creating spaces for youth voice and success
- Experience working in an office setting and/or organizing a program/project
- Proficient in Microsoft Office (Outlook, Word, Excel, and Powerpoint) and Adobe Acrobat

Skills

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners and donors
- Customer/client service focused

Abilities

- Demonstrated proactive approaches to problem-solving
- Ability to anticipate tasks and needs and plan accordingly
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced

- environment
- Ability to maintain accurate records, tracking systems, files, etc.

Typical Work Environment

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- Able to work at a computer for up to 8 hours per day
- Able to work in environment that is quiet but with many people demanding attention
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to work evening and weekends for meetings and events
- Able to travel to community partner locations in the Twin Cities metro area and in Greater MN (St. Cloud, Duluth, Grand Rapids, Bemidji, Moorhead, Mankato, etc.)

Compensation and Benefits

Salary range is \$90,000 - \$120,000, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in NE Minneapolis, MN - Hybrid Work schedule is available.

To apply, interested candidates must complete a cover letter, resume, and provide three references. Please send all required materials electronically to Kita Yang at kyang@mnyouth.net and include in the subject line *Data and Systems Administrator*. **Priority deadline to apply is Friday, July 7, 2023, but will remain open until filled. Interviews will be conducted on a rolling basis. Anticipated start date is early August 2023.** No phone calls please. To learn more about the Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.