

Position: Director of Finance and Operations
Reports To: Executive Director
FLSA Class: Exempt
Supervises: Members of the Core Services Team

Position Summary:

The Director of Finance and Operations (DFO) is responsible for the oversight and execution of NCSEA'S financial operations, as well as human resources (HR), information technology/systems, administrative services, and vendor and partner contracts. The DFO will be a strategic thought partner who builds trusting relationships both internally and externally. The successful individual will plan, direct, and implement short and long-term strategies for NCSEA'S core business functions (AKA "Core Services") with a focus on safety, efficiency, integrity, and sustainability. This position also works closely with the leadership team to ensure management of funding and resources to carry out NCSEA'S mission and strategic plan. The DFO reports to the Executive Director (ED).

*****This position is hybrid remote, but requires residence in the Raleigh Metro or NC Triangle areas.*****

Responsibilities:

Accounting and Finance:

- Direct the financial planning of the 501(c)(3) nonprofit organization by analyzing financial performance and risks and taking proactive measures to mitigate problems.
- Together with the ED, guide the annual budgeting and planning process by working closely with team leads to ensure the organization is well-resourced to carry out its mission.
- Ensure that all financial systems and operations adhere to Generally Accepted Accounting Principles (GAAP) and best practices; closely monitor daily financial operations, prepare financial reports, maintain internal controls, and keep the leadership team and board of directors abreast of NCSEA'S financial status.
- Plan and oversee the annual budget and audit processes; keep the board finance committee well-informed regarding budget and audit status, and work collaboratively to address issues.
- Work with and advise the leadership team and board finance committee on strategic fundraising and investment initiatives, with a focus on building revenue year over year.
- Manage all aspects of NCSEA'S risk management, including periodic review of insurance policies, cyber security protocols, workers compensation, and compliance audits.

- Serve as a signatory for the organization with regards to financial institutions and contracts; review contracts and documents to ensure the organization can fulfill deliverables and terms and sign off as necessary.

Human Resources:

- Ensure that HR programs and policies apply best practices and are compliant with local, state, and federal regulations.
- Direct and participate in organizational development activities including staff and resource planning, hiring/onboarding, staff training, performance management, conflict resolution, succession planning, and internal communication.
- Together with the Sr. HR Generalist, plan and execute programs focused on building and maintaining a positive, employee-centered work culture.

Information Technology/Systems

- Ensure IT/IS infrastructure, systems, and processes are up to date and adequately support business objectives; coordinate services with IT/IS vendors as needed.
- Stay abreast of new technologies and lead the implementation of system and software upgrades to ensure proper training and assimilation across the organization.
- Ensure that NCSEA maintains optimal fraud and cyber protection for all data and systems across the organization.

Physical Work Environment

- Ensure home office and meeting spaces are adequate, safe, and well-maintained; coordinate with property management and/or brokers on office leases, expansions, repairs, etc.
- Provide oversight on all lease and sublease agreements to ensure compliance with terms.
- Coordinate and monitor co-working and meeting spaces and maintain the appropriate vendor relationships and contracts.

General Core Services and Administration

- Serve as a member of NCSEA's leadership team and participate in strategic planning and operational decision making. Ensure effective two-way communication between the leadership team and staff.
- Develop and implement Core Services goals and metrics that align with NCSEA's mission and strategic plan.
- Supervise and develop members of the Core Services team and their job functions; conduct bi-weekly team meetings and quarterly individual check-ins.
- Approve business expenses and expense reports in accordance with established policies.
- Plan and direct administrative support services for the company, ensuring exceptional customer service and quality.
- Develop and maintain collaborative external relationships with vendors, suppliers, auditors, members, partners, and other stakeholders.
- Participate on the Equity, Diversity and Inclusiveness (ED&I) team and implement strategies that advance NCSEA's knowledge and the achievement of identified ED&I goals.



- Serve as NCSEA’s charity representative for Charity Navigator. Ensure profile data is accurate and work with the leadership team to set goals that achieve/maintain the organization’s 4-star rating.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Proven experience as a Director of Finance, CFO, or similar role
- In-depth knowledge of corporate finance and accounting principles, laws, and best practices
- Broad understanding of HR functions, regulations, and best practices
- Working knowledge of software platforms, databases, and hardware; understanding of how to acquire, organize, analyze and report data
- Exceptional verbal, written, and interpersonal communication skills
- High emotional quotient (EQ); able to work well with a diverse range of personalities, backgrounds and needs
- Excellent time management and organizational skills
- Strong facilitation and presentation skills
- Creative problem solver and innovator; able to employ out-of-the-box ideas and concepts, particularly in growth-minded environments, directing strategies to successfully grow organizations on a financial and structural basis
- Highly collaborative in problem-solving and conflict resolution
- Effective decision-making ability and judgement; keen sense of when and how to involve others
- Demonstrated responsiveness and follow through when meeting internal and external requests or deadlines
- Demonstrated experience working in growth-minded environments, directing strategies to successfully grow organizations on a financial and structural basis

Qualifications

- BS degree required in Accounting, Finance, Business Administration, or similar field
- MBA and CPA preferred
- 10+ years experience in business operations, with at least 5 years in financial management and 2 years at a senior leadership level
- 2+ years nonprofit and grant accounting required
- Working knowledge of internal business functions (i.e. HR, IT, contracts, etc.) required
- Intermediate business software experience, including MS Office Suite
- Knowledge of clean energy industry preferred
- Non-profit experience preferred
- **This position is hybrid remote, but requires residence in the Raleigh Metro or NC Triangle areas.**

Salary Range: \$90,000/year - \$110,000/year

How to Apply:

Send your resume and a letter of interest to:

Careers@energync.org

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.