



DIRECTOR OF FINANCE & ADMINISTRATION Position Description

About NeighborWorks Capital:

NeighborWorks[®] Capital (NC) is a growing national non-profit lending organization created from the merger of two loan funds and the expansion of its purposes. Neighborhood Capital Corporation and RNA Community Builders merged in 2007 to enhance their capacity to provide financing to the NeighborWorks[®] Network, which consists of 235 non-profit community development organizations serving cities, rural areas, and regions nationwide.

NC is based in Silver Spring, MD and provides loans for real estate development projects and organizations. Similar to its predecessors, NC's lending includes short-term loans for pre-development costs, acquisition of sites and properties, construction or rehabilitation, and organizational financing to assist high-performing non-profits grow their businesses. This is an exciting time to become part of the NC team as it takes the business to the next level and develops additional loan products along with plans to raise substantial additional loan capital.

NC is conveniently located near the Silver Spring Metro station and offers a competitive salary and benefits package.

Summary:

This Director of Finance and Administration (DFA) is a senior management position and has overall responsibility for the finances, accounting, human resources, technology, and administrative systems of NC and for collaborating with the Executive Director and Director of Lending in enhancing and developing systems to address current and future needs of the organization. As a hands-on team member, the DFA will partner with the Executive Director and Director of Lending to develop and implement these systems for effective and responsible financial management and sophisticated analysis. The DFA will report directly to the Executive Director and will also work closely with the Director of Lending, and NC Board of Directors and the Loan and Finance Committees, to manage the business and financial matters of NC to assure financial and reporting compliance. Such responsibilities are to be carried out in a manner that meets financial and loan capital goals and manages and mitigates financial risks to the organization.

Reports to: Executive Director

Status: Full-time, exempt

Related duties and responsibilities:

Financial Management and Reporting:

- Prepare management reporting, board reporting, and external reporting to investors, lenders and philanthropic partners, and ensures they are timely and accurate. Appraise the organization's financial position and issue regular reports on NC's financial performance, stability, liquidity, risk and growth, using key metrics.
- Oversee organizational budgeting, cash management, loan loss reserve accounting, investment management, audit, accounting, purchasing, long range forecasting, and insurance activities.
- Represent NC to external investors and lenders, regulatory agencies, partners and vendors as it relates to financial and loan reporting, loan covenant compliance, vendor contracting, and personnel benefits and insurance coverage.
- Assures that all financial instruments are comprehensively monitored for compliance, including operating, reserve and leverage covenants.
- Direct, manage, and support the preparation and issuance of the annual audits.
- Administer, monitor, and recommend improvements to internal financial policies and procedures, personnel policies, and investment policies to maintain adequate controls and services and to execute or report on any transactions or information requests.
- Manage and monitor the organization's cash flow and working capital needs. Assure funds are available at optimum levels per loan pipeline projections. Manage the investment of available funds in accordance with the NC's Investment Policy and oversee the management of working capital credit lines.
- Collaborate with the Executive Director and Director of Lending in loan administrative, servicing and reporting systems, including selection and installation of new loan database software.
- Team with Director of Lending in analyzing loan capital with loan underwriting policies to assure the long-term capital preservation and optimize financial structure of loans.
- Interface with Director of Lending on development of effective internal loan activity reporting and tracking. Revise loan reporting, loan administration, and loan servicing responsibilities to meet loan timelines and reporting requirements.

Board and Committees:

- Develop and maintain effective working relationships with board of directors, finance committee, funders, investors, partners, borrowers, consultants, vendors, and other staff.
- Lead staff in coordinating activities of the finance committee including scheduling and staffing meetings, developing agendas, keeping minutes and providing reports on financial, lending and organizational performance and other information to committee members in a well-organized, accurate and timely fashion.
- Attend all Board, Loan and Finance committee meetings.
- Participate in annual and strategic planning processes.

Human Resources, Administrative, and IT:

- Coordinate and oversee Office Manager duties that relate to accounts payable, invoicing, cash receipts, leave tracking, and office operations.
- Administer payroll records, quarterly reporting, and retirement plan.
- Negotiate and manage consultant and vendor contracts related to audit, human resources, payroll, and information technology.
- Maintain insurance coverage, including health and disability, general liability, professional liability, and D&O liability insurance policies.
- Coordinate with NC Office Manager that all administrative and human resources forms are available to employees.

Qualifications:

- Superior financial management and reporting skills.
- At least 5-7 years of demonstrated relevant finance and accounting experience, (Controller, Director of Finance, or other similar finance experience) with both technical and management proficiency in operations of a financing organization with at least five years recent experience as Director of Finance or equivalent in a lending organization.
- Knowledge and experience with loan funds and nonprofit organizations and A-133 compliance strongly preferred.
- Knowledge and experience with office administration, human resources, and IT responsibilities in a small office environment.
- Use of collaborative and facilitative approach and the flexibility to work with broad range of cultures, personalities, and work styles.
- Commitment to community development, helping low income communities and strong work ethic.
- Professional demeanor and willingness to cooperatively participate on a team in a mission-based organization.
- Belief that no job/task is too small or too large to accomplish the goals of the organization.
- Ability to roll with the flow and demonstrate the greatest level of flexibility in an environment with frequent changing priorities required to meet the needs of NC's internal and external customers.
- Demonstrated experience with design and implementation of enhanced financial systems and procedures which allow an organization to operate effectively as it diversifies its capital sources and products.
- Strongly self-motivated and able to follow through in completing high-quality, detailed work with minimal supervision.
- Strong organizational skills including ability and willingness to fully follow through.
- Capacity to prioritize and simultaneously manage multiple tasks to meet internal and external deadlines.
- Demonstrated ability to prepare clear, accurate, well-organized written and financial reports and to communicate verbally in an effective and concise manner.
- Proficient in Microsoft Office, accounting and loan management software programs, network administration, e-mail and internet, and willingness to expand skill base.

- Bachelors degree in Finance or Accounting required, masters degree in Accounting, Business, or Finance preferred (additional qualifying experience may be substituted on a year-by-year basis).
- Supervisory experience preferred.
- Limited travel within U.S. required (10%).
- Fluent in English.
- Possess valid U.S. driver's license.

NeighborWorks® Capital is an Equal Opportunity Employer. Women and minorities are strongly encouraged to apply.

How to Apply:

Please submit a letter of interest, resume, and salary requirements to:
NCEMPLOYMENT@AOL.COM

Principals Only.