



Title: DIRECTOR OF FINANCE

Salary: \$157,087

Location: This position is remote, candidates must live and be authorized to work in the U.S.

Job Classification: Full time, Permanent, Exempt

Reports To: Executive Director

Supervision Responsibilities: This position supervises 2 full time staff, vendors and consultants

Travel Requirements: This position requires approximately 15% domestic and international travel

The Organization: Urgent Action Fund for Feminist Activism

For over 25 years, Urgent Action Fund for Feminist Activism has funded feminist activists to keep each other and their communities safe while building lasting, resilient movements for justice, equity and liberation. Our holistic, flexible approach enables frontline feminists to respond to real-time threats and opportunities, protect and care for themselves and one another, and sustain and propel solutions to the most critical crises and injustices of our time.

Urgent Action Fund for Feminist Activism partners with frontline feminist movements to support women, trans and non-binary activists striving to create a more just and equitable world.

Urgent Action Fund for Feminist Activism provides fast, flexible support to women, trans and non-binary activists so they can respond to unexpected risks and opportunities, protect and care for themselves and one another, and nurture feminist movements that are creating a more just and equitable world. Our mission is to sustain feminist activism worldwide by providing rapid response funding to women, trans, non-binary and LGBTQ frontline activists. Our work supporting feminist movements is made possible due to our team of diverse staff, board members, and advisors who bring to the organization a passion for justice, equality, and inclusion.

We do this work in collaboration with a Sisterhood of Urgent Action Funds around the world. Collaborative, co-equal and geographically distinct, the Urgent Action Fund Sisterhood is the only global consortium of independent funds with a



mission to sustain feminist activism worldwide by providing rapid response funding to women, trans and non-binary frontline activists. Today, there are four independent Urgent Action Sister Funds: Urgent Action Fund-Africa, Urgent Action Fund-Latin America & the Caribbean, Urgent Action Fund-Asia and Pacific, and our organization, Urgent Action Fund for Feminist Activism, which grants in the Middle East, Europe, the Balkans, the Caucasus, Turkey, Central Asia, Russia, Canada and the United States.

The Position: Director of Finance

The Director of Finance will lead a Finance team of 3, including a Senior Finance Officer and a Finance Officer, in all aspects of the organization's finances, building the backbone of a growing institution. The Director will oversee the development of the annual budget, totaling approximately \$15 million, and the tracking of all income, expenditures, and investments. A member of the Management Team, the Director of Finance will supervise a growing team of finance professionals.

The ideal employee will fulfill the following responsibilities and qualifications:

CORE RESPONSIBILITIES

- Drive financial planning and management – develop annual budget; oversee payment procedures to vendors and grantees, expense reporting processes, and reconciliation of credit card accounts. Oversee revenues processing, including check deposits, restricted revenues tracking and reporting, and reconciliation of revenues. Direct and oversee investments and banking relationships. Prepare information for audits, reporting to 20+ funders annually, including government funding sources. Oversee the preparation of Form 990 and any financial compliance requirements.
- Lead financial reporting both internal and external- act as the financial representative with consortium partners, establishing and maintaining communication channels to ensure accurate and timely financial reporting. This includes annual budgets and financial reports, and other relevant documentation for consortium partners. Provide quarterly reports to the finance committee and the board.
- Support strategy development – work with Directors of Programs and Partnerships to develop sustainable strategies for revenue and expenditure by providing timely financial analysis and projection, staffing recommendations, and other inputs toward Urgent Action Fund for Feminist



Activism 's future direction. Integrate financial systems with tools and systems used by other departments.

- Integrate financial systems – using recommendations developed in 2023 by external consultants, work with the Director of People, Culture, and Operations to harmonize finance systems and workflows with those used by Operations and HR teams.
- Inform Urgent Action Fund Sister Fund planning – provide financial projections, including budget and investment updates, to assist with Sister Fund collective planning for future years. Collaborate with other Sister Fund Directors of Finance to assist in the development and creation of systems.

2024 PRIORITIES

- Work with the Management Team to build and improve cross-team systems and tools for budget development, tracking, and forecasting (including budget to actuals and budget projections); expense tracking; and reporting and proposal processes.
- Refine and execute investment and cash management strategy.
- Integrate use of Netsuite, Bill.com and Salesforce and clean up data to provide an accurate financial picture.
- Prepare and execute clean audits.

Requirements

Areas of Expertise

- A critical understanding of feminisms, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
- 7 years of progressively responsible experience managing finance and accounting, including grant management and fund accounting, in a non-profit setting, including 3+ years of experience managing teams
- Excellent interpersonal skills
- Exceptional quantitative analysis skills. Proven track record in cost-saving measures and infrastructure development.
- High level of discretion, integrity, and executive judgment in difficult and/or complex organizational decisions

Skills



- Relationship building – with board, peers in other organizations, including Urgent Action Fund Sister Funds and staff
- Management – ability to design, hire, and manage multiple roles; goal-setting and motivation for a growing team
- Communication – in particular, the ability to present financial information effectively to board, non-financial staff, and community
- A skilled people manager and leader who models integrity, accountability, trustworthiness, and empathy with deep self-awareness, emotional intelligence, and dedication to the mission of Urgent Action Fund for Feminist Activism.
- Experience working in global/international contexts, including experience working with staff and consultants across cultures and time zones in a remote work environment.
- A clear and compelling verbal and written communicator who is able to convey complex information to multiple audiences.
- A multitasker with the ability to wear many hats in a fast-paced environment who is agile, iterative, and flexible.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision-making.
- Experience leading continuous feedback and performance management system standards with experience supporting teams navigate periods of transition and change.
- Technology savvy with experience selecting and overseeing software installation, managing relationships with software vendors, experience navigating different reporting tools, and data analysis; experience with NetSuite preferred

Organization-Wide Requirements

- Takes initiative and works to continuously improve systems and processes; suggests innovations to use resources strategically and to maximize positive impact.
- A problem solver who has the ability to handle emotional complexity while also navigating uncertainty and changing conditions in a quickly growing organization.

- Able to manage conflict constructively, including the ability to self reflect



and to give and receive feedback up, down, and sideways in a remote working environment.

- Must be able to work both independently and as a collaborative member of various teams.
- Seeks to uplift all voices and perspectives in our work and communities.
- Works with integrity, accountability, clear communication, and follow through.
- Flexible, adaptive, and able to respond to challenges and changes; values iteration and productively integrates new information.

Work Expectations

- Ability to travel domestically and internationally as required
- Comfort with working across cultures and time zones

TO APPLY

Please submit your application here via [the Workable Platform](#). Applications will be accepted through February 12, 2024, we will be holding interviews in late February through April, and our target candidate start date is May 2024.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups, particularly women, trans, non-binary folks, and BIPOC, tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

Benefits

This position is full time (36 hours per week in a 4-day workweek) and is exempt. This position is remote within the United States, with a preference for candidates who can work during ET hours. Candidates must live and be authorized to work in the United States.



Urgent Action Fund for Feminist Activism is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, Urgent Action Fund for Feminist Activism as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is \$157,087 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, phone/wifi reimbursement, and competitive PTO package).