



Alliance for Children's Rights Chief Financial Officer/Chief Operating Officer

Job Description
February 2017

Mission and Background

The Alliance for Children's Rights provides free legal services and advocacy to protect the rights of impoverished and abused children and youth so that they can have safe, stable homes, health care and the education they need to thrive. Since the Alliance's founding in 1992, it has served more than 125,000 children and youth in Los Angeles County who have been abused or neglected, are living in poverty, have been denied medical treatment or public benefits, or are in need of legal guardianship or adoption.

Position Overview

The Chief Financial/Chief Operating Officer, as a member of the Executive Team, shares the responsibility for the effective and efficient operations, management, strategic performance and financial viability of the Alliance for Children's Rights. Reporting to the President & CEO, the CFO/COO will be responsible for developing the annual budget, analyzing financial reports, ensuring strong accounting and operating policies are in place and staffing quarterly Board Finance Committee meetings to review the status of the budget and fiscal health of the organization and its investment portfolio; enhancing the internal organizational and human resource processes and infrastructure; engaging with staff leadership to ensure the integration of the strategic plan across all programs; and supporting the growth and increased sustainability planned over the next five years.

The CFO/COO will interact broadly across the organization and be accountable for enhancing the HR function, driving the annual performance review process, assuring all of the necessary policies and procedures are in place to ensure legal compliance and smooth operations, managing its facilities and optimal IT systems across the organization, preparing for meetings and other activities of the Board of Directors and its standing committees and tracking the work of the Board. The CFO/COO will track progress with the strategic plan and coordinate periodic meetings of managers and supervisors to review progress, and to facilitate the collection and interpretation of program evaluation data, while providing general oversight of a high performance operation.

Responsibilities

The CFO/COO, reporting to the President and CEO, will be responsible for:

- Developing, overseeing and monitoring the budget, investments and audit;
- Overseeing the organization's operations, policies and procedures and establishing "best practices" that ensure the organization is performing effectively;
- Providing leadership, oversight and support to the Director of Administration and HR functions to assure a supportive, productive and diverse working environment and to strengthen internal communications, training and leadership development opportunities;
- Working with CEO and board leadership in the development and implementation of governance plans;
- Working in close collaboration with the CEO, Legal Director, Chief Development Officer and Communications Director to ensure there is a cohesive integration of all program objectives/outcomes with the messages communicated internally and externally;
- Working across programs to ensure all written and implied policies, client data and financial reports are updated and communicated consistently and cohesively;
- Ensuring the ongoing needs and growing demands for up-to-date and secure IT and infrastructure are met;
- Encouraging and participating in maintaining positive and professional working relationships with staff, volunteers, board members and donors.

Qualifications

As a prerequisite, the successful candidate must embrace the key values of the organization and be driven by the mission. The successful candidate will be motivated and career-focused with the intention of a long term commitment to the organization.

Other qualifications include:

- Possesses graduate degree in business, management, finance or equivalent;
- Demonstrated experience in the primary responsibilities of the position;
- Strong operational and financial experience having worked in a senior management leadership role for a minimum of 5 years;
- Must have superior interpersonal skills with above average written and verbal communication abilities;
- Strong financial background including budgeting, compliance, and the audit process;
- Possesses strong business acumen, able to understand and interpret financial and investment reports, contracts and corporate documents;
- Must be highly resourceful and flexible with demonstrated ability and innovation in setting priorities and guiding investment in a diverse and productive human resource function and organizational systems;
- Seen as a team-builder who has experience scaling up an organization and will thrive in a collaborative management style based on open, transparent, continual communication;
- Demonstrated success in working with professional staff, philanthropists, executives, boards of directors;
- Must exhibit self-confidence, initiative, and high degree of professionalism and managerial skills;
- Ability to be flexible and multi-task multiple priorities and work within an a fast-paced environment;
- Experience in working in resource-constrained environments;
- Must possess strong computer and presentation skills;
- Straightforward, self-motivated, and diplomatic – sharing information readily, listening as well as giving advice and respecting the abilities of others;
- Emotionally mature with a sense of humor to maintain balance;
- Must be a team player, demonstrate integrity, exercise discretion and dependability;
- Ability to engender the trust and collaboration of the President & CEO and be able to assume responsibility for the organization, in conjunction with the Legal Director, as needed.

Classification: Fulltime, exempt

Compensation

This is a rare and outstanding opportunity for a highly motivated, well-qualified and mission-driven individual to assume a pivotal role in a highly-regarded and successful non-profit organization with tremendous potential to expand its mission and services. The Alliance for Children's Rights is prepared to offer a competitive compensation package including salary, medical benefits, and vacation.

The Alliance for Children's Rights is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Please submit your cover letter and résumé by e-mail to j.parrilla@kids-alliance.org