

## **Exciting Leadership Opportunity – Director of Grants, Contracting, and Finance**

### **Background:**

180 Turning Lives Around, incorporated in 1976, was a pioneer in the domestic violence and sexual assault field. The founders protected abused women in their own homes while in the process of securing government funds to create a shelter, and it was the first federally funded Safe House in the United States. Additional ‘firsts’ and comprehensive service additions include hotlines for victims of rape and domestic violence, arts therapies for children, volunteer Response Teams, a Family Justice Center, and a statewide youth Helpline.

The current Executive Director, Anna Diaz-White, has led the agency since 1992 and many team members have over fifteen years of service and a deep understanding of the impacts on and supports needed for victims of domestic violence and sexual assault.

With a staff of 95, a Board of 22, a trained volunteer team of over 200, and an annual operating budget of \$5.5 million, 180 Turning Lives Around is the only agency of its kind in Monmouth County. Revenue sources include federal, state, and county government contracts, corporate grants, family foundation grants, private foundation grants, special events, and individual donors.

Services include:

- A residential Safe House
- Amanda’s Easel arts therapy program
- The Family Justice Center
- Family Court advocacy and assistance
- Shore Regional Outreach Program
- Hotlines
- 2<sup>nd</sup> Floor Youth TEXT and Helpline (statewide)

The administrative offices are in Hazlet, New Jersey. Visit [www.180nj.org](http://www.180nj.org) to learn more about the agency.

### **The Opportunity:**

180 Turning Lives Around has retained an Interim Director of Operations following the departure of its long serving staff-person. Following an analysis of the agency’s needs and the core components of the position, it has been adjusted to focus on financial, grants, and contracts management.

This full-time position reports to the Executive Director and has overall responsibility for insuring excellent financial management and strong compliance with government contracts that make up the majority of revenue. There are staff supporting this position, including a Finance Manager, an Assistant Finance Manager, a Government Grants Manager, a Grants Assistant, and a Foundation and Corporate Relations Officer.

Responsibilities include:

### **Finance**

- Have a ‘big picture’ understanding and guide implementation of financial management best practices
- Support the financial team, which is very independent
- Present financial information to the Board
- Oversee auditor and follow up on recommendations
- Inform the Executive Director of financial status and collaborate with the team to problem solve
- Ensure all financial operations comply with federal and state laws
- Recommend and draft policies and manuals to improve checks and balances and institutionalize practices

### **Grants**

- Review and write proposals for grants
- Support finance and grants team to properly steward funds from corporate and foundation donors
- Supervise staff soliciting and drafting proposals to various funders
- Streamline reporting

### **Government Contracts**

- Review and provide input into all proposals to federal, state and county funders, and develop budgets that will not present an unreasonable administrative burden
- Support finance staff in providing monthly, quarterly, semi-annual and annual expenditure reporting.
- Support staff in providing monthly, quarterly, semi-annual and annual contract performance reporting
- Maintain an overarching vision for how various revenue pieces work together to support the operating budget
- Collaborate with the Executive Director and Finance Manager to trouble-shoot contract challenges
- Streamline and simplify all government reporting systems and insure compatibility with new Osniium data management system.

### **The Qualified Candidate:**

180 Turning Lives Around seeks a knowledgeable, detail-oriented person with exceptional systems management skills. Qualified candidates will have:

A passion and caring for the mission of purpose of 180 Turning Lives Around

Extensive experience in the nonprofit sector, especially with organizations over \$5 million and with multiple government contracts.

Ability to inspire and motivate teams

A minimum of five years senior management-level leadership experience

Excellent written and verbal communication skills

Demonstrated success in operational and financial oversight as well as systems development

A Master's Degree in Finance, Nonprofit Management, Business Administration, Public Administration, or similar degree.

**Salary and benefits:**

The annual budget for the Director of Finance, Grants, and Contracts salary and benefits (inclusive) is 85,000 to \$100,000. Compensation package details are negotiable based on experience and individual priorities.

**Application process:**

To apply, please submit your resume and cover letter to:

Please be sure to include a cover letter with the following information:

- Description of your interest in the position
- Evidence that our qualification and experience match the organizations' interests
- Evidence of passion for the mission
- How you learned of the position

Submission deadline is October 31, 2019. Only electronic submissions will be considered. All applications will be treated as confidential.

180 Turning Lives Around is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.

Travel expenses to interviews and relocation expenses will NOT be reimbursed by 10 Turning Lives Around.