



# HEADWATERS<sup>TM</sup>

FOUNDATION *for* JUSTICE

**Position Title:** Director of Operations & Finance  
**Reports To\*:** Board of Directors, interim  
**Open Through:** Until filled  
**Salary Range:** \$84,000-\$103,500

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

## Position Summary:

The Director of Operations & Finance (DOF) reports to the Board of Directors. This role leads and manages financial systems, human resources, and supports staff. The DOF will be responsible for developing Headwaters Foundation for Justice's (Headwaters) financial management strategy and contribute to the execution of the strategic plan. The DOF will be charged with continuous development and implementation of policies and procedures to foster a high-growth, mission-driven nonprofit organization. This position will manage Headwaters' current \$7 million-dollar annual budget, and assets up to \$24 million dollars.

## **Responsibilities:**

### *Finance and Operations – 50%*

- Oversee and organize the work of the operations team and external finance consultants.
- Monitor, update, and implement a mission-driven system of policies, internal controls, accounting standards, and procedures.
- Implement and maintain day-to-day business operations, finances, policies, and procedures including administering bank accounts.
- Design and maintain Blackbaud Financial Edge (FE) and Raisers Edge (RE) portal and dashboards.
- Assist program directors in development of grant and contract budgets, oversee financial administration of grants, and ensure fiduciary compliance with donor, contract, and grant restrictions.
- Strategize, coordinate, and execute short-term and long-range participatory budget processes with a collaborative approach.
- Lead project manager for annual audit process and 990 preparations, as well as other legal and financial compliance.
- Responsible for managing Headwaters' financial reporting and keeping the board of directors and staff aware of cash flow, assets, liabilities, and any fluctuations to the financial position of Headwaters--provide financial analysis as needed, and ensure appropriate documentation exists for all financial procedures.
- Assist program directors in development of grant and contract budgets, oversee financial administration of grants, and ensure fiduciary compliance with donor, contract, and grant restrictions.
- Staff lead for the board's finance committee, working closely with the treasurer.
- Oversee the contracts and financial monitoring of Headwaters' Donor Advised Funds

### *Human Resources – 30%*

- Oversee hires, onboarding/offboarding, and ongoing employee training program(s).
- Lead Headwaters' human resources and administration in consultation with the operations team.
- Select and manage staff health, retirement, and other benefit products.
- Direct payroll services and accounting staff to meet the needs of our employees in accountancies with changing laws and regulations.
- Oversee collaborative working groups with staff on policy development and implementation.

### *Leadership/Strategic Vision – 20%*

- Contribute to the development and execution of Headwaters strategic goals and objectives as developed and approved by the board of directors and all staff.
- Supervise HFJ operations staff.
- Maintain continuous lines of communication with staff and board.
- Represent the organization externally and internally, as necessary, particularly with vendors and contract negotiations.

- Serve as an active senior leader at Headwaters, working with other senior staff to executive strategic plan, co-create and strengthen our organizational culture, and address management issues.
- Collaborate across departments and contribute meaningfully to overall organization culture, strategy, and goals as a senior staff member

### **Ideal Qualifications**

- 5-10 years of nonprofit accounting experience (foundation knowledge a plus)
- Advanced knowledge of Blackbaud software products (Financial Edge, Raiser's Edge database, Raiser's Edge NXT, and Blackbaud Grantmaking)
- Has led annual audit process
- Knowledge of the ADP payroll system
- Has successfully supervised a team
- CPA or MBA degree(s) preferred

### **A successful candidate will:**

- Prioritize values-driven finance and HR strategy
- Implement participatory processes, including consultation with staff and board as decisions are made.
- Value transparency, communication, and has a teaching mindset.
- Have an appetite for ambiguity and change, as the organization is undergoing meaningful and intentional transitions.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and equity.
- Mentor and develop staff using a supportive and collaborative approach.

### **Shared Expectations**

- A commitment to the Headwaters mission and values, and guiding principles.
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

### **Current COVID-19 Circumstances**

- Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:
- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.

- Employees who have known exposure to COVID-19 are asked to work remotely for 10 days (the 1<sup>st</sup> day starting after the day of exposure).
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

### **Salary and Benefits**

Salary range \$84,000-\$103,500. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

### **Environment**

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends required.

### **To Apply**

Attach your cover letter and resume as PDFs in an email with *Director of Operations and Finance* as the subject line to Human Resources at [hr@headwatersfoundation.org](mailto:hr@headwatersfoundation.org).