



FINANCE AND OPERATIONS DIRECTOR

LOCATION:

Chicago, IL

Overview: Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit affordable homeownership organization that partners with households and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

Position Summary: The Finance and Operations Director is a strategic thought-partner and member of the organization's Leadership Team, reporting to the Executive Director. This position is ultimately responsible for overseeing Habitat Chicago's overall:

1. Financial Management (including general accounting, budgeting, liquidity & asset management, loan portfolio & risk management, developer & regulatory relationships, capital strategy, & internal audit), and
2. Operational Management (encompassing Human Resources, Technology, and Administration).

The ideal candidate needs to be able to concisely and accurately convey the financial health of a complex organization to internal and external stakeholders. They must excel in financial planning, managing an operations team, and thrive on creatively using their talents to help the organization mature. Strong candidates have a proven track record in housing finance, managing projects and teams, and shows a personal passion for housing and Chicago neighborhoods.

This is an excellent opportunity for a successful financial professional interested in leading the finance and operations strategy of a metrics-driven organization focused on expanding its impact both in Chicago and nationally.

Key Responsibility: Financial Management (30%)

The Finance and Operations Director provides finance leadership ensuring both forward-looking financial planning and the daily management of accounting functions.

- Lead development of multi-year and annual budgeting process working with all departments to develop departmental budgets, consolidate expenditure projections, and create cash flow projections.
- Evaluate multi-year cash flow needs and create financial models that provide options and design solutions for robust and responsible financial growth.
- Lead all financing activities including debt, mortgage sales to banks, and tax credit transactions.
- Ensure accurate and timely monthly financial reports, including updated forecasts with actual results and adjust future estimates as needed.
- Maintain appropriate systems and internal controls to adequately safeguard Habitat Chicago financial resources and to provide a solid basis for accurately reporting financial data.
- Oversee maintenance and management of the financial systems and related file management including certificates of insurance, contracts, mortgage documents, etc.
- Prepare financial dashboard of key metrics and cash flow analysis/projection and present to Finance Committee and Board.
- Serve as lead for facilitation of annual financial audit and IRS Form 990. Ensure responsibilities met in accordance with policies and applicable laws including annual filing of IRS Form 1099, state charitable licensing requirements, and sales tax returns.

- Oversee all organizational banking relationships; determines future credit requirements and works with banks to determine best solutions.
- Supervise all accounts payable/accounts receivable including rent, taxes and related documents. Resolve all issues and ensure all accounts are accurate and payments received/remitted on a timely basis.
- Oversee mortgage administration from loan origination to servicing, including managing loan portfolio, escrow requirements, third-party contracted relationships, foreclosures, and regulatory requirements.

Key Responsibility: Team Management (20%)

The Finance and Operations Director manages and mentors the 4-member operations team. This team provides back-office support for the organization in the following functions: finance, operations, administrative support, human resources, and technology.

- Hire, manage and mentor finance and operations staff, prioritizing work and offering direction and support that ensures both effective results and engaged employees.
- Serve as primary staff liaison to the following volunteer committees – Finance and Loan Servicing.
- Work collaboratively with the leadership team, developing strategies to ensure financial and fundraising goals are met, and offering a financial perspective for organization-wide strategic and operational decisions.
- Engage with other Habitat organizations as financial strategies mature across the entire U.S. organization.

Key Responsibility: Operational Management (20%)

The Finance and Operations Director oversees operational management through human resources, technology, and administrative support to ensure sustainable growth and ongoing support for other functional areas in the organization.

- Provide leadership to human resources functions to evolve with organizational growth; oversee payroll and benefits administration.
- Ensure long-term technology planning and daily tech support functions are in place and working to meet the business' needs.
- Manage all organizational insurance coverage to include worker's compensation, general liability; fleet auto coverage, directors' and officers' (D&O) policy, rental, medical, etc., as appropriate, looking for best alternatives.
- Manage long-term facility planning: manage landlord relationships, monitor the health of facilities, and plan capital requirements for maintenance and facility reserve needs.
- Oversee facility policies and procedures, ensuring the safety and security of our people, information, and assets.
- Work closely with legal service providers and key staff to execute real estate transactions, manage risk, and address other legal matters.

Key Responsibility: Developer and Regulatory Relationships (20%)

The Finance and Operations Director partners with the Development and Programs teams to support workstreams tied to developers, public funding, and land acquisition, ensuring all tracking and compliance reporting processes are in place and meet the needs of the organization and the various private and public partners.

- Explore and advance affordable housing finance tools (e.g., tax credits, public funds, etc.), developer partnerships, and new public funding and land acquisition strategies to drive growth.
- Lead design and development of regulatory tracking processes for all grants, redevelopment agreements. Ensure accurate and on-time compliance reporting.
- Develop project-based developer budgets (sources & uses).

- Produce data and reports for internal and external monitoring and reporting.

Key Responsibility: Organization Leadership, Collaboration, and Teamwork (10%)

As the Operation's team's leader, the director contributes to our organizational health through enthusiastic collaboration, leadership, and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Participate in organizational investment strategy decisions, helping to define direction and team needs.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

Successful Habitat team members share the following characteristics

- Trust – You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- Commitment – You have a "go above and beyond" attitude; nobody here works just for a paycheck.
- Engagement – You embrace bringing people to the Habitat mission.
- Innovation – You are a creative problem solver that works across teams.
- Curiosity – You express curiosity and reserve judgment.
- Achievement – You love results and hate excuses. You will help Habitat Chicago grow to be a leading Habitat organization.

KNOWLEDGE, SKILLS, ABILITIES

Required

- A goal-oriented personality who is resilient and creative when faced with shifting challenges and opportunities.
- Exceptional work ethic and track record of personal initiative and achievement.
- Strong knowledge of generally accepted accounting practices and principles to include cash flow management, financial analysis, and creation and implementation of internal controls.
- Excellent knowledge of annual budget requirements, budget preparation, and management.
- Performance in a financial-management role that partnered with executive staff to develop and implement successful financial management strategies.
- Strong analytical, quantitative, problem solving and technical skills; demonstrated ability to organize activities with attention to detail to ensure all organizational and regulatory deadlines are met.
- Knowledge of general human resources, including benefit administration.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Demonstrated skill and knowledge of Microsoft Excel and QuickBooks; knowledge or ability to learn quickly the technology tools including Salesforce Customer Relationship Management System and associated applications.
- Solid project management experience.
- Strong leadership qualities, including the ability both to delegate and to execute, thereby leading by word and by example.
- Demonstrated ability to prioritize and emphasize collaborative efforts and team goals that motivate team members and help them achieve better results.
- Ability to manage confidential information with discretion and tact.
- Current authorization to work permanently in the United States.
- Valid driver's license.

Preferred

- Experience with residential real estate and affordable housing finance.
- Technology savvy with experience using project management software.

EDUCATION, EXPERIENCE

- Bachelor's and/or Master's degree in accounting.
- Minimum 5 years of related, directly relevant, and progressive general ledger accounting, financial management and supervisory experience in private business or non-profit organizations; or an equivalent combination of education, training, and experience.
- Professional accounting certifications, CPA and/or CMA, is highly preferred.
- Personal volunteer experience.
- Experience with managing the financial operations for a nonprofit with multiple funding sources that include the government preferred.
- Experience with residential real estate, affordable housing finance, and mortgage transactions preferred.
- Experience in mortgage loan origination, loan documentation, and mortgage servicing preferred.

Position Details

Reports to: Executive Director

Supervises: This position currently supervises a 4-member team.

Hours: Full-time; 8am-4pm plus evenings and weekend meetings as required.

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. The Finance and Operations Director will have a desk, computer, and phone line in an open office environment.

Conditions: Ability to lift 25 pounds, ability to work at a computer for long periods of time.

Compensation: Salaried; \$87,000-\$92,000, depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, life and 401k (3% match) plans.

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; they will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform their responsibilities.

To Apply: Please submit compelling cover letter and resume to helen.quach@habitchicago.org with "Finance and Operations Director – Your Name" in the subject line by 12/31/2021. Successful applicants will be contacted for interviews.

Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.