



JOB POSTING

Title: Finance Director	Salary Range: \$ 87,494-\$111,136	Position Closes: When Filled
Dept: Admin & Operations	Hours: Full-time, 40hrs	Start Date: TBD
Reports to: President/CEO	Classification: Salary	Location: St Paul, MN

Organization Overview

Nexus Community Partners is a community-building intermediary whose mission is to “build more engaged and powerful communities of color by supporting community-building initiatives and foster social and human capital.” Nexus addresses the deep isolation within communities of color and Indigenous communities caused by personal, institutional and structural racism by promoting an equity centered engagement model; supporting the development of leaders; democratizing wealth; and by reclaiming culture as an asset.

Position Summary

We are seeking an energetic and creative individual who will provide leadership and implementation of essential finance & administration needs of our growing organization. The position reports directly to the President and CEO and works closely with the leadership team and Board to provide strategic leadership and to ensure financial strength, flexibility, and sustainability. The Director of Finance builds strong relationships with all staff, while promoting and modeling equity and accountability. The Director of Finance will join our dynamic and diverse staff of thoughtful, equity-driven individuals who are deeply committed to the organization’s values.

Position Functions & Responsibilities

Financial Planning & Management

- **Identify Nexus’ financial goals** for organizational and programmatic stability and growth
- **Monitor, evaluate, analyze, report, and advise on the financial management and performance** of the organization, programs, initiatives, strategies, and/or regulatory action in an accurate and timely manner
- **Ensure organizational compliance** by conducting compliance tests and preparing tax related filings
- **Ensure assets and resources are properly controlled and utilized** given Nexus’ fiscal needs and available resources
- **Develop and manage organizational and program budgets** annually, adjusting as needed
- **Identifies financial opportunities** for improvement, cost reduction, and systems enhancement
- **Identify and assess financial and operational obstacles and risks** to the organization
- **Develop risk mitigation strategies** to address contingencies as needed
- **Develop, refine, implement, and uphold financial policies and procedures** to improve the operation and effectiveness of Nexus and minimize the financial impact of variances
- **Manage (daily) the accounting system and financial processes** including, but not limited to, inputting AP/AR data, banking transactions, statement reconciliations, general ledger, and reviewing payroll`
- **Prepare for and oversee the audit processes** working closely with staff, board, and auditor
- **Support Directors’ financial management** of their contracts and program budgets and activities
- **Provide financial advisement for contracts** entered by Nexus
- **Optimize the handling of bank and deposit relationships** and initiate appropriate strategies to enhance cash position.
- **Create reliable cash flow projections** and reporting mechanism.

Engagement

- **Build and maintain strong and effective relationships** with the staff and Board members
- **Provide opportunities for staff to learn and contribute** to the budgeting process

Organizational Leadership

- **Ensure the Finance and Operations align with Nexus' mission and values** and broader organizational goals
- **Promote and center equity** within Finance department and across the organization
- **Communicate key financial and operational information** to staff, Board of Directors, and other stakeholders to support healthy financial functioning and informed decision-making
- **Lead and facilitate Finance Committee meetings** and participate in other committees within the organization as needed
- **Motivate and inspire others** to support the vision and model the values of the organization
- **Demonstrate Nexus' core values** of commitment to learning, valuing culture, partnering in the work, and being reflective as a way of working and leading

Qualifications

- BA in accounting or finance; CPA or MBA in Finance preferred or equivalent work experience, 5+ years in an accounting/financial leadership role
- Technology savvy with advanced knowledge of accounting and reporting software, including QuickBooks for Nonprofits
- Proficient computer skills, including Microsoft Office 365, Zoom, and other meeting technology
- Understands and embraces efforts that promote racial, social and economic equity and asset-based community change, including knowledge of the role of culture and history in community.
- Collaborative in nature and high capacity to work cross-culturally to achieve understanding and results.
- Experience working with nonprofits in a financial leadership position is required
- Personal qualities of integrity, credibility, trustworthiness, and unwavering commitment to the organization's mission
- Highly accurate when keeping track of details while being efficient with time
- Demonstrated ability to manage multiple projects and deadlines and maintain high quality work
- Experience coordinating audit activities and managing reporting, budget development and analysis, forecasting, accounts payable and receivable, general ledger, and accounting for investments
- Proactive, strategic thinker who will own the responsibility for finance and administration
- Self-motivated, self-directed, and hands-on in their approach to work
- Able to organize and prioritize work accordingly
- Keen analytic, organization, and problem-solving skills, which allows for strategic data interpretation vs. simple reporting
- Strong interpersonal and communication skills (verbal & written); experience in effectively communicating key data, including presentations to leadership team, board, or other outside stakeholders
- Ability and desire to translate complex financial concepts to individuals
- Ability to establish and maintain trust with a diverse set of partners
- Demonstrated understanding of culture and history as a foundation for building strategies in cultural communities

NEXUS IS AN EQUAL OPPORTUNITY EMPLOYER

Black, Indigenous, People of Color (BIPOC) and LGBTQIA+ individuals are strongly encouraged to apply.

NO PHONE CALLS

To Apply:

Individuals should send a resume and cover letter via email, to: HR@nexuscp.org with "Finance Director" in the subject line.

In your cover letter, please explain what motivates you to work with Nexus Community Partners, and how your experience, skills and commitment will advance our work to create a more equitable economy.

COVID-19 Information

To protect staff from the spread of COVID-19, Nexus staff are encouraged to work remotely from the Nexus office. To support remote work, Nexus offers a Remote Work Allowance to ensure you have the necessary setup and

equipment to work remotely. Staff also have the option to work from the office when needed. Staff utilizing office space must follow Nexus' COVID-19 response protocols to maintain a clean and healthy workspace during these times.

Benefits

Nexus offers competitive compensation commensurate with experience and a highly participatory, mutually supportive workplace. We are committed to the personal and professional growth of all staff.

Nexus offers a comprehensive benefits package that includes two health insurance options that pay for 80-90% of the coverage for the entire family, an Unlimited Paid Time Off policy, retirement plans with employer matching, and many more benefits. Nexus staff are also invited to participate in the Wellness Program that offers 2 paid hours of wellness time each week, \$600 of reimbursable wellness dollars each year, contributions to wellness memberships, and all-staff wellness events.