

Job Title: Director of Finance & Administration

Reports to: Deputy Director, Social Ventures

FLSA Status: Exempt

Prepared Date: November 3, 2020

Program Description:

The Civil Society Innovation Initiative (CSII) is a global platform to establish Innovation Hubs around the world that support, strengthen, and sustain civil society, especially those Civil Society Organizations (CSOs) working in closed and closing spaces. Hubs are located in Africa, Central Asia, East Asia, Latin America and the Caribbean, the Middle East and North Africa, the Pacific, and South Asia and work on a variety of issues including human rights, transparency, digital security, CSO sustainability, digital currencies, and more in partnership with multiple stakeholders and sectors.

Tides serves as the project's Fiscal Agent, responsible for administering grants to CSOs to implement activities and undertake operations on behalf of each Hub and the project. The project is funded by multiple donors and implemented by several organizations working in partnership in a highly collaborative and fast-paced manner.

Position Summary:

The Director of Finance & Administration oversees financial and administration management across Tides' four key areas of responsibility: Grant Making, Grant Monitoring & Reporting, Capacity Building, and Stakeholder Engagement. Reporting to the Deputy Director, Social Ventures, and working in close coordination with the CSII Program Manager, the Director of Finance & Administration will supervise and manage the project's finance team, review and approve payments and cash advance requests, monitor project expenses, cashflows, and reconciliation of expenses, serve as the primary interface with Tides for financial and administrative issues, and support donor reporting. The position will strengthen management of the project's growing grants portfolio. This role is embedded within the CSII team structure working with multiple funders, donors, implementers, regional hubs, and grantees. In order to successfully perform this task, it is necessary to coordinate effectively with different team members and stakeholders across a variety of organizations.

Team members are expected to be forward thinking, entrepreneurial, and inquisitive. They should also feel comfortable and be confident in navigating through the complexities of a multi-stakeholder initiative.

The Director of Finance & Administration position is an exempt position and is contingent on availability of continued donor funding.

Essential Duties and Responsibilities:

Grant Making (Level of Effort: 10%):

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The Director of Finance & Administration is responsible for supporting effective grant making, including:

- Managing tracking of grantee expenses and budgets in collaboration with CSII project staff in order to determine amount of funds available for Innovation Hubs
- Reviewing application budgets and budget narratives as necessary or requested
- Participating in grantee pre-award assessments as necessary or requested
- Supporting review, maintenance, and updating of Tides' Grant Making procedures & assignments as necessary

Grant Monitoring & Reporting (Level of Effort: 50%):

The Director of Finance & Administration is responsible for overseeing effective grant monitoring and reporting, including:

- Supervising the project finance team including the Senior Finance Officer & Finance Officer
- Managing review of grantee financial reports in coordination with project team
- Managing review and approval of grantee cash advance and funds requests
- Recording and reconciling grantee expenses in Netsuite
- Tracking grantee budgets and expenses
- Working with Tides to ensure grantee financial reports are processed and accurately reflect costs
- Supporting grantee budget modification requests as necessary or requested
- Managing preparation of quarterly SF425 for submittal to donor
- Supporting risk monitoring and mitigation efforts by ensuring compliance
- Managing monitoring of project burn rate and updating pipeline and other submissions to donor
- Monitoring project expenses and cashflows
- Providing feedback to support monitoring, reporting, and capacity building initiatives
- Conduct ad-hoc analysis as required
- Supporting internal audit or other requests for information
- Developing and evaluating financial policies and procedures for compliance

Capacity Building (Level of Effort: 10%):

The Director of Finance & Administration is responsible for supporting effective capacity building, including:

- Identifying training opportunities across the project's global network
- Participating in grantee trainings as necessary or requested

Stakeholder Engagement (Level of Effort: 30%):

The Director of Finance & Administration is responsible for supporting effective stakeholder engagement, including:

- Serving as primary liaison with Tides to ensure project expenses are fully reconciled in Netsuite

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- Overseeing use of Tides' Netsuite including management of CSII user licenses and accounts
- Serving as liaison with Tides regarding project's use of Salesforce
- Serving as point of contact for discrepancies with Tides HQ financials
- Participating in bi-monthly meetings with implementing partners
- Participating in weekly project team meetings

Other Duties and Responsibilities:

- Support development and management of project processes as well as staff roles and responsibilities
- Supporting CSII project team human resource and operational needs
- Participating in project-related meetings, both virtually and in-person

Education and Experience:

- University degree in finance, accounting, business, public administration, international development, or relevant subject. Candidates may substitute 10 years of related experience in lieu of the degree requirement.
- Ten plus years of senior-level finance and administration experience.
- U.S. Government grant experience a plus (but not required)

Candidates who do not meet the minimum requirements of the position may not be considered for the position.

Knowledge, Skills and Abilities:

- Strong budgeting and advanced Microsoft Excel skills
- Advanced data analysis skills
- Strong verbal and written communication skills
- Experience with Netsuite and fund accounting highly preferred
- Salesforce experience preferred
- 10 years plus experience providing financial support to social ventures
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), non-profit accounting, and internal control processes
- Strong analytical and accounting skills
- Strong cross-cultural communication skills
- Experience working abroad preferred
- Strong organizational skills and capacity to handle multiple tasks under tight deadlines with a high level of attention to detail
- Language proficiency skills in Arabic, Spanish, or French preferred

Organizational Relationships:

- The Director of Finance & Administration reports to the Deputy Director, Social Ventures and works collaboratively with the project team including its Finance Officers, Grants Officers, Project Manager, grantees, donors, and external partners on a daily basis to successfully implement the project.

Physical Demands:

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Physical requirements needed to perform essential function(s):	Additional information:
Must be able to lift boxes of financial materials	Must have the physical ability to move boxes weighing 10-20 pounds each 10% of work time.
Able to attend conferences, meetings, and trainings in the US and internationally	Must be able to travel domestically and international on an airplane up to 6-8 times a year.

Work Environment:

- The position is a full-time, 40 hour per week, temporary position with the possibility of becoming permanent.
- The position will be located in the home of the incumbent though consideration will be made to provide an assigned workspace in a co-working space if feasible.
- Location is flexible with preference for San Francisco, New York, or Washington, DC
- CSII is a global project with much of its work occurring virtually. Flexibility to work across different time zones and cultures is required.
- Domestic and International travel anticipated up to 10- 20% of the time.

To Apply:

Applicants should submit a cover letter and curriculum vitae to acevallos@tides.org by November 20, 2020. Applications will be reviewed as they are received. Only applicants selected for an interview will be contacted. Finalists may be asked to submit additional information including references.