

## Job Description

### Position Title: Director of Finance and Operations

#### Position Summary

Reporting to the CEO, the Director of Finance and Operations will be responsible for the development of the Network for Regional Healthcare Improvement's (NRHI) operational and financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the Director will be charged with developing and implementing sophisticated policies and procedures both in the finance and general operational realms. This is an outstanding opportunity for an executive with operational experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization. Position is located at NRHI's Portland, Maine office. Position is contingent upon funding.

#### Responsibilities

##### Strategy, Vision and Leadership

- Advise the CEO and other key members on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the NRHI Board, NRHI Committees and NRHI Members
- Contribute to the development of NRHI's strategic plan and objectives as well as the overall operations & management of the organization.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Represent the organization externally as necessary

##### Team Development/Leadership

- Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- Excellent computer skills with proficiency in basic word processing and spreadsheet programs
- Excellent communication skills both verbal and written
- Demonstrated leadership and vision in managing staff, groups, major initiatives
- Excellent interpersonal skills and a collaborative management style

**Operations**

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and management procedures.
- Plan, coordinate, and execute the annual budget process and staff NRHI's Finance Committee.
- Ensure that NRHI is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to NRHI's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, grants payment processing, payroll, accounts payable, and purchasing.
- Work closely with external accounting firm
- Assist in audit preparation

**Qualifications:**

- Minimum 10+ years of experience within a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth non-profit organization
- Business or Accounting degree mandatory, a master's in business administration is preferred
- Experienced either as an employee or board member of a nonprofit organization a plus; must be familiar with nonprofit finance and accounting regulations
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with NRHI Board of Directors, NRHI Members, NRHI committees and NHRI staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for NRHI's mission



Ideally the Director of Finance and Operations will work from NRHI's Portland, Maine office but remote arrangements will be considered for the right candidate.

Please submit your cover letter and resume to Barbara Dacko at [bdacko@nrhi.org](mailto:bdacko@nrhi.org)