

Posted: January 28, 2010

**San Francisco Child Abuse Prevention Center (SFCAPC)
POSITION SPECIFICATION**

Position Title: Director of Human Resources, Finance & Administration
Department: Human Resources, Finance & Administration
Reports to: Executive Director
Budget Responsibilities: Entire organizational budget of \$2.9M (with Executive Director)

ABOUT THE ORGANIZATION

The San Francisco Child Abuse Prevention Center (SFCAPC) is a non-profit organization seeking to prevent child abuse and neglect and to promote healthy families. For more than thirty-six years, the programs that make up the SFCAPC have helped parents in their efforts to better care for their children; to provide direct services to children to help them deal with the effects of abuse and to cope with difficult family situations; and to provide public education and training on child abuse issues. SFCAPC has three practice areas: Children & Family Services (Family Support Center, Intern Training, Respite, and TALK Line), Community Education, and Policy & Systems Coordination.

The organization's annual budget is more than \$2.9 million, with a reserve of approximately \$900,000. Major income sources include government grants (~50%), corporate and foundation grants (~25%), and individual donations from annual appeals, events, and other asks (~25%). The organization recently acquired its building, an historic firehouse in the Haight neighborhood near Golden Gate Park. The organization is supported by approximately 55 staff, interns, and consultants and more than 90 volunteers.

More information is available at: www.sfcapc.org

OVERALL SUMMARY

This is a professional, exempt position responsible for the overall management of the department of Human Resources, Finance and Administration. This position will oversee and direct the following key operational areas: financial policy and management, contracts management, human resources management, and administration. As a member of SFCAPC's senior leadership team, this position will play a key role in the management of the organization. This position will provide leadership and vision to the organization and its staff in collaboration with the Executive Director and other members of the senior leadership team. This position will supervise SFCAPC's Human Resources, Finance and Administrative team and report to the Executive Director.

ESSENTIAL FUNCTIONS

Leadership Responsibilities

- Responsible for shared-oversight of the organization consistent with and reflecting organizational vision and values, with focus on particular program(s) of supervision.
- Responsible for joint-implementation of strategic plan and implementation of policies and practice that reinforce long-term best practices.
- Develops and implements annual and future program plan(s), program budget(s), program metrics, assessment(s) and evaluation(s).

Posted: January 28, 2010

- Acts as liaison to appropriate Board committee (Finance Committee) regarding organizational and departmental objectives.
- Participates in organizational-wide fund development and reporting for public and private resources, with focus on program(s) of supervision.
- Supervises/manages staff, interns, volunteers, and/or subcontractors/consultants (includes preparing contracts, reviewing invoices, and budget compliance).
- Responsible for developing and training teams both within program and interdepartmentally.
- Responsible for identifying short and long-term areas of concern within entire organization as well as tactics for resolution.
- Handles high level of confidential and sensitive information.
- Responsible to the Center's clients. Accountable for ensuring departmental programs are achieving appropriate outcomes for children, families, and community, as well as reaching target populations.
- Stays informed about issues regarding mental health, parent/child attachment and family dynamics which affect at-risk families and represents those needs at staff meetings.

Human Resources Management

- Responsible for management of all aspects of human resources operation as assigned by Executive Director.
- Ensure all policies and procedures are compliant with state and federal employment laws; make adjustments and changes where necessary.
- Lead recruitment process for new staff including creating job descriptions, posting job announcements, reviewing resumes, and interviewing candidates.
- Process all new hires and employee terminations. Collaborate with directors to implement and coordinate employee orientation.
- In collaboration with the Bookkeeper, oversee on-going employment administration, including:
 - Review timesheets for all employees;
 - Manage paid leave for all employees;
 - Handle all matters related to workers' compensation, unemployment insurance, garnishment of wages; and
 - Maintain accurate confidential employee files and personnel database.
- In collaboration with the Bookkeeper, oversee benefits administration, including:
 - Oversee implementation of benefits policy;
 - Oversee vendor relationships;
 - Coordinate annual renewals of policies; and
 - Oversee insurance claims administration.
- In collaboration with Executive Director, develop and implement salary standardization and employee evaluation systems.
- Work with Executive Director to manage employee relations, including coordinate employee recognition events or activities.
- Review and update human resources policies and employment manual as necessary. Ensure compliance with prevailing employment, health, and safety laws.
- Ensure all staff, interns, consultants, and volunteers are appropriately fingerprinted.
- In collaboration with Director of Operations ensure office and staff are properly equipped and protected against risk.

Posted: January 28, 2010

Financial Policy & Management

- Responsible for managing all aspects of financial operations in collaboration with Executive Director.
- Work with SFCAPC's Bookkeeper and independent financial consultants, if any, to ensure compliance with internal accounting and auditing practices.
- Work closely with Executive Director, Executive Committee, and Finance Committee of the Board of Directors to:
 - Manage the annual operating budgeting process;
 - Plan and manage annual audit;
 - Prepare budgets for funders;
 - Prepare programmatic and organizational budgets in conjunction with program directors; and
 - Review and update financial policies as necessary.
- Work with Bookkeeper and financial consultants, if any, to conduct financial analysis, including to
 - Create and analyze monthly reports focusing on programmatic efficiency costs, budget forecasting, profit/loss statements, cash flow, and other financial statements;
 - Review and revise labor distribution regularly;
 - Allocate overhead costs; and
 - Reconcile monthly bank statements.
- Work with Executive Director and Finance Committee to review investment policy and practices. Oversee investment portfolio with advice and consultation of Finance Committee.
- Work with program directors to prepare programmatic budgets and review monthly programmatic financial statements.
- Supervises and evaluates Bookkeeper.

Contracts Management

- Work with Executive Director to negotiate government contracts and modifications.
- Oversee management and contract compliance of SFCAPC's government funding sources including budgeting, reporting and outcome evaluation in conjunction with Director of Operations.
- Act as liaison to government contractor. Attends all government contractor trainings, as required.
- Manage non-government contracts with independent consultants and vendors (including preparing or reviewing all contracts, reviewing and approving invoices, and ensuring budget compliance).

Administration

- Work with Director of Operations to carry out administrative functions, as necessary.
- Responsible for reviewing and updating departmental policies and procedures to ensure organizational goals and mission are met.
- Responsible to lead periodic departmental meetings.
- Prepare and manage departmental budget.
- In conjunction with the Executive Director, recruit and hire departmental staff.
- Strategize with Executive Director and Development Department on successful cultivation and solicitation of prospective funders. Provide support to Executive Director and Development Department on developing and maintaining funding sources. Assist in Center fundraising events, including the annual luncheon.
- Attend leadership, departmental, general staff meetings, and other meetings as requested by Executive Director.
- Oversee maintenance of all departmental records and documents.

Posted: January 28, 2010

- Provide monthly program reports, including working with Director of Operations to manage programmatic data collection, on all programmatic activities for Board, other directors, community partners, funders, and others as requested.

Undertake other duties as assigned.

ESSENTIAL REQUIREMENTS & QUALIFICATIONS

- Bachelor degree required. Degree in accounting highly desirable; courses in finance and/or accounting a must. MBA a plus.
- Minimum of five (5) years of strategic, senior-level finance and administrative experience.
- Minimum five (5) years experience managing Human Resources and demonstrable knowledge of all major areas of HR including: compliance, benefits administration, recruiting, retention, performance management, compensation, etc.
- Experience working in 501(c)(3) organizations or other office with similar (\$2+ million) budget desirable.
- Excellent leadership and management skills with experience in financial planning for an organization.
- Ability and demonstrated success supervising and collaborating with staff in a manner that is flexible and supportive yet ensures accountability.
- Ability to work in a partnership with strong leadership and a committed staff with high standards; and embody those values as well.
- Ability to translate complex financial concepts to individuals at all levels.
- Excellent hands-on, problem-solving skills.
- Meticulous attention to detail.
- Enthusiastic team player with proven ability to work with people of diverse backgrounds.
- Experience with Microsoft Word, Excel and financial accounting software (specifically, Fund EZ or QuickBooks).
- IT knowledge at a planning and operations level.

POSITION SPECIFICATIONS

- Full time.
- Exempt.
- Travel within Bay Area as needed. Minimal travel within California.
- See attached physical requirements.

SFCAPC offers competitive salary commensurate with experience. This position offers medical and dental as well as a 403(b) plan. SFCAPC does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

HOW TO APPLY

[Please click here to apply.](#) Resumes are only accepted by email.