

## Director of Finance and Operations- Position Description Fall, 2022

[Housing Navigator Massachusetts, Inc.](#) (HNMI) seeks a Director of Finance and Operations for our growing affordable housing + tech nonprofit, based in Cambridge, Massachusetts. This is a rare opportunity to shape and build the infrastructure of an organization delivering tech-enabled social impact with passionate, problem-solving colleagues. We focus on transforming affordable housing access for low-and-moderate income households across the Commonwealth.

The Boston Globe called us “Zillow for the lower cost corners of the housing market.” We launched our first solution, a simplified, user-focused [housing search tool](#), in August, 2021. Within a year, over 100,000 users searched over 2,700 properties on our site. We continue to grow our impact and services, reaching an average of 4,000 users per week.

### Position Overview

This position will have primary responsibility for the organization’s finance, office systems, risk management/compliance, grant management, IT, legal, and vendor management and work in partnership with the ED around recruitment and team support. If you find joy in building and overseeing operations as part of a team delivering innovative social impact, we would absolutely love to hear from you!

HNMI has grown from a one-person nonprofit start-up to a \$1.5 million/yr budget and an anticipated 2023 team of 8 FTEs. The Director of Finance and Operations will play a critical role in partnering with the ED and Board in building and maintaining mature organizational systems and planning for the infrastructure necessary to achieve our mission to bridge divides in housing and digital equity. We value a collaborative organizational culture to sustain organizational growth and impact. We operate with a diversity of funding sources—philanthropy, public contracts, and fee-for-service revenue.

### Responsibilities & Qualifications

The Director of Finance and Operations will report to the Executive Director (ED). The successful candidate will be a hands-on and participative manager.

#### Financial Management

- Lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; track financial progress to budget; manage organizational cash flow and forecasting; and keep leadership abreast of the organization’s financial status.
- Oversee day-to-day accounting, AP and AR carried out by an outsourced accounting vendor
- Analyze and present financial reports in an accurate and timely manner

- Coordinate and lead the annual audit process, liaise with auditors and the Board
- Implement a strong grants/contracts management system including compliance and reporting
- Consistently assess and improve operations processes as needed to support growth and the team

#### Human Resources, Technology and Administration

- Enhance HR administration, team professional development, performance evaluation, etc.
- Prioritize diversity, equity and inclusion particularly as they relate to recruitment, hiring, and retention practices
- Ensure employees are up-to-date regarding policies and procedures including cybersecurity
- Work cooperatively and transparently with all external partners
- Oversee other functions including payroll, staff HR onboarding, small equipment purchases, etc.

#### Qualifications

- Minimum of a BA in business or finance, ideally an MBA or related degree
- At least seven years of overall professional experience; 5+ years of broad financial and operations management experience
- Entrepreneurial spirit, excited to shape and grow a young organization at the intersection of tech and housing equity
- Technology-savvy with experience selecting and overseeing software for organizational systems
- Knowledge of Quickbooks and Salesforce
- A proven track record of caring about the details, and bringing to the table problem-solving skills which enable day-to-day operations and promote our mission and overall business strategy
- Excellent communicator and relationship builder who can prioritize, negotiate, and work with a variety of internal and external stakeholders

### Compensation/Location/How to Apply

This is a full-time staff position with salary commensurate with skills (\$85,000-110,000/year range). We additionally offer health insurance/dental reimbursement, paid time off, and an educational stipend for professional development. Our ideal start date is December, 2022.

Housing Navigator offers a work environment which is two days (Monday and Wednesday) in our Kendall Square, Cambridge coworking space and three days remote. This role has additional flexibility around work hours, a 4 day work-week, and days in the office, so please ask. However, this role is not suited to 100% remote work.

To apply, please email a resume and cover letter to: [housingnavigatorma@gmail.com](mailto:housingnavigatorma@gmail.com). Please indicate that you are applying for the Director of Finance and Operations position.