



POSITION TITLE: Director of Finance and Administration

Position Announcement

(Note: Resumes will be reviewed on a rolling basis until position is filled.)

TERM: Full-time exempt position (40 hours a week)

Position Summary: Edmarc works to ease the trauma of a child's illness or death and to reduce the disabling effects of pediatric illness, loss, and bereavement for over 3,500 families throughout the Hampton Roads region. Edmarc is seeking to hire an experienced Director of Finance and Administration to both oversee financial management for the organization and to establish a new office and oversee those operations in Williamsburg, Virginia.

The Director of Finance and Administration will be a strategic thought-partner, and report to the executive director (ED) of Edmarc. The successful candidate will be a hands-on and participative manager and will lead the day-to-day management and future development within the following areas: finance, business planning and budgeting, human resources, administration of daily operations, and information technology (IT).

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in financial analysis and reporting, strategic decision making and operations as Edmarc continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operational leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

In collaboration with the Executive Director, Assistant Director and the Director of Clinical Services, the Director of Finance and Administration will implement and manage operational processes in accordance with Edmarc procedures; hire, train and evaluate department staff within budgetary requirements; implement plans to improve and standardize operations; establish a climate that encourages teamwork and collaboration among all team members; and establish metrics to hold team members accountable to achieve organizational goals. The Director of Finance and Administration will also provide financial leadership for the organization through financial analysis, budget development and management, decision support and financial reporting.



Responsibilities (continued)

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting. Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status. Manage organizational cash flow and forecasting. Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the ED and board of directors.

Human Resources, Technology and Administration

- Further develop Edmarc's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Hire, train and evaluate department staff within budgetary requirements.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales, in accordance with Edmarc policies and procedures.
- In collaboration with the ED, develop and execute new growth directives.
- Oversee client support services and IT requirements.

Qualifications

- Minimum of a bachelor's level degree in Accounting, Finance, Healthcare or Business Administration. CPA or MHA/MBA preferred.
- At least 5-8 years of overall professional experience within a healthcare setting; Accounting/Finance – 5-8 years, Healthcare - 4 years, Supervisory - 2 years. The ideal candidate exhibits strong leadership, interpersonal and communication skills.
- Proficiency in Microsoft Office required (Word, Excel, and PowerPoint).
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.



- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, customer service, and dedication to the mission of Edmarc.

Required Physical Capabilities:

- Able to lift 30 pounds.
- Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, and talking.
- Must be able to operate a computer and telephone.
- Must be able to conduct and attend meetings at various locations.
- Must be able to make presentations to small groups.
- Must be able to have flexible working hours, particularly at peak times around special events and educational sessions.

Work Hours/Shift:

Monday-Friday; full time exempt in Williamsburg, Virginia; some weekend and evening work required for meetings, special events, and out-of-town conferences.

Salary: Based on experience and qualifications. This is a full-time position with benefits.

Interested qualified applicants should submit a cover letter, resume with 3 references and salary requirement to Debbie Stitzer-Brame, Executive Director at bramed@edmarc.org for consideration. No telephone calls please.