DIRECTOR OF FINANCE & ADMINISTRATION

Position Summary
The Director of Finance & Administration works closely with the Executive Director to manage the organization’s financial health and long-term growth and is accountable for all aspects of financial management, as well as administration and human resources.

We seek a seasoned non-profit manager to help lead the organization forward. The successful candidate will have significant experience in non-profit financial operations and systems including accounting, budgeting, grants management, and managing annual audits. They should be a skilled and thoughtful communicator, able to produce reports and make presentations that convey complex information clearly and accurately. They should be a creative problem solver, a capable negotiator, technologically savvy, and have good business acumen. They should have good interpersonal skills and be prepared to quickly establish trust and credibility with the staff, board, and external partners. They should model an excellent work ethic and be able to represent the organization and its values, internally and externally.

Poets & Writers is an established non-profit arts organization with an annual operating budget of $4.3 million, endowments of $7 million, and a staff of twenty-two. This is a full-time position in our New York City office. (Note: Currently all staff are working remotely; we anticipate returning to our offices as soon as feasible in 2021.) Benefits include health insurance, generous paid time off, 403(b), and more. Reports to the Executive Director; supervises a Staff Accountant and Administrative Coordinator.

Responsibilities

Leadership & Governance
• Partners with the Executive Director to think strategically about the organization’s financial health and long-term growth
• With the Executive Director, develops and manages the annual operating budget
• Supervises two staff members and serves as a trusted leader within the organization
• Staffs three board committees: finance, investment, and retirement plan; presents at board meetings; provides clear, accurate reporting that enables the board to carry out its fiduciary responsibilities

Finance & Accounting
• Drives the budgeting, reporting, and forecasting cycle
• Manages cash flow to ensure availability of funds as needed
• Provides reports and financial modeling as required for various stakeholders
• Serves as controller for Poets & Writers Magazine
• Provides budgets for grant proposals and reports; works with colleagues to ensure grant compliance
Manages banking relationships and monitors bank accounts
Serves as liaison to investment firm charged with managing endowments and other funds
Ensures appropriate internal controls and financial procedures
Ensures legal and regulatory compliance
Ensures timely completion of annual audit and tax filings
Oversees outside firm to ensure timely completion of state charitable registrations
Supervises day-to-day financial transaction processing (AR/AP)
Works closely with other staff to ensure timely payment of balances due and implement collections procedures as necessary
Ensures that accounting software programs are secure and operational, and works to assess and incorporate new technologies
Stays current on developments in the field, including changing regulations that impact our business

Administration
- Negotiates certain key contracts
- Reviews all requests for capital purchasing; reviews contracts for terms and conditions
- Secures and maintains the organization’s insurance policies
- Serves as point of contact for landlord; manages issues related to facilities
- Develops and maintains business continuity plans
- Supervises administrative coordinator in management of day-to-day operations

Human Resources
- Assists the Executive Director in overall personnel management including refinement and implementation of personnel policies and benefits, compensation review, hiring and firing
- Manages recruitment, posts open positions, orients new employees
- Maintains Employee Handbook, updating it as needed from time to time
- Monitors performance review calendar and procedures, updating as needed from time to time
- Maintains personnel records and vigilantly protects employee confidentiality
- Administers payroll and benefits through PEO provider (JustWorks)
- Periodically evaluates and rebids agreements with PEO and benefits providers to maximize value to the organization
- Works with outside administrator of employee 403(b) plan to manage the plan and ensure compliance
- Ensures organizational and staff compliance with all local, state, and federal human resource requirements
Qualifications

- CPA or equivalent experience
- Minimum ten years financial/nonprofit management experience
- Demonstrable experience:
  - developing and monitoring budgets
  - creating and monitoring accounting systems
  - managing a successful annual audit
  - managing payroll and benefits
  - negotiating contracts
- Skilled user of QuickBooks and Excel; a quick study, adept at learning new software programs and incorporating new technologies
- Outstanding communications and presentation skills
- Strategic thinking, business acumen, and good judgment
- Personal integrity and great work ethic

Compensation & Benefits

- Salary: $115,000 to $125,000
- Medical, Dental, Vision Insurance
- Life Insurance, Long-term Disability
- 403(b) Pension Plan
- Three weeks paid vacation (increases to four weeks with tenure); four personal days; ten paid holidays; up to ten sick days
- Anticipated start date: February 2021

TO APPLY

Please send resume and cover letter to Melissa Ford Gradel, executive director, at mgradel@pw.org; include “Director of Finance & Administration” in subject line. Attachments should be .doc or .pdf; other file types will not be opened.

Poets & Writers is an Equal Opportunity Employer, committed to building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.

ABOUT POETS & WRITERS

Founded in 1970, Poets & Writers marked its 50th Anniversary in 2020. It is respected and trusted as the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers. As we begin our sixth decade, our vision is that Poets & Writers will empower writers and strengthen literary communities in every corner of the United States.
Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; pw.org, a website that provides trustworthy advice, information, and a lively online community for writers; the Readings & Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; Poets & Writers Live; and awards for writers including the Jackson Poetry Prize and the Maureen Egen Writers Exchange Award.

We are guided by our core values: service, inclusivity, integrity, and excellence. Poets & Writers is committed to becoming an anti-racist organization. Learn more at pw.org.

*As of 1/15/20*