



Job Posting

Organization: United Way of the Midlands

Job Title: SVP, Finance and Administration

Department: Finance and Administration

FLSA Status: Full-time; Exempt

Location: Omaha, NE

United Way of the Midlands is a great place to work. You see it in our people and the relationships they have with each other, our volunteers, donors and our community. United Way of the Midlands has served the Omaha-Council Bluff community for over 95 years. Working on behalf of thousands of donors, UWM's focus is to serve those living in poverty – helping our most vulnerable neighbors stand strong and work toward independence.

Reporting to the President & CEO and serving as an integral member of the senior management team, SVP, Finance and Administration will be responsible for the development of United Way of the Midlands's financial, human resources, and administrative management strategy and contribute to the attainment of the organization's strategic goals. In addition to the strategic components, the SVP, Finance and Administration will be charged with developing and implementing effective and efficient policies and procedures in both the finance and human resources realms that make appropriate use of technology, maintain compliance with all laws and regulations and otherwise contribute to a healthy organization. This is an outstanding opportunity for an executive with financial and administrative experience, and a proven track record of creative problem-solving and change management, to join a high-growth, mission-driven organization.

Duties and Responsibilities:

Financial and Administrative Leadership

- Advises the president and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serves as the management liaison to the Finance Committee of the Board of Directors; effectively communicates and presents critical financial matters at select Board and Committee meetings.
- Provides leadership, strategic vision and general management support to the Finance, Accounting, and Human Resources Teams.
- Collaborates with the Finance, Accounting, and Human Resources Directors to set direction and accountability for their teams.
- Supports the Finance, Accounting, and Human Resources Directors in the implementation of financial, accounting and human resources changes driven by the overall strategic plan and all other agency initiatives.
- Accountable for the fiscal integrity of the organization and ensures compliance with all United Way Worldwide annual membership standards.
- Maintains continuous lines of communication, keeping the President informed of all critical issues.
- Collaborates with and leads the Finance, Accounting, and Human Resources Directors to set direction for, and monitors all day-to-day operations of the organization.
- Oversight of UWM's facility, including working with the landlord's maintenance team, coordinating jobs for the contracted handyman, working with furniture companies, architects, and contractors as needed for work in the office space.

Human Resources and Organization Development

- Reviews, evaluates and monitors all human resource policies, procedures and systems to ensure alignment with all agency goals. Monitors and recommends changes or amendments as necessary and appropriate.
- Reviews and evaluates agency compensation levels and benefits and maintains comparative information on same. Manages selection and/or renewal of contracts with all benefit providers.
- Oversees administration of human resource management, payroll and benefit plans.
- Works with the President and Executive Team to develop appropriate Strategic Talent Management resources and procedures to ensure that the business has the right people in the right positions at the right time.

Strategy, Implementation & Alignment

- Reviews, monitors and regularly evaluates the organization's structure, core competencies, culture, processes and technology to ensure all are in alignment with achieving agency goals.
- Together with the President and Board, supports and leads the development, implementation and monitoring of the strategic plan by producing and implementing a scorecard/dashboard throughout the organization.
- Collaborates with senior staff to maintain a culture of teamwork that ensures long-term agency successes and alignment of agency goals.
- Contributes to the development of United Way's strategic goals and objectives as well as the overall management of the organization, overseeing and mentoring the areas of finance and human resources in pursuit of automation, streamlining operations to deliver outstanding customer service (internally and externally).
- Participates in Key Account Strategy Team meetings, and provides feedback on top corporate and individual donor relationship management plans.

Other

- Volunteers and actively participates in agency projects, special events, cross-functional teams or workgroups that support the work of the entire organization.
- Champions exceptional agency service both internally and externally.
- Remains current on trends and practices in the non-profit industry through peer association, seminar attendance, study and review of literature, as well as reviews and evaluates proposed legislation.
- Remains current with United Way Worldwide Human Resources and Finance, trends.

Required Skills and Abilities:

- Knowledge of non-profit accounting, including fund and grant accounting, compliance, and reporting preferred.
- Patience and experience in educating a variety of stakeholders about an organization's finance and their implications.
- Action-oriented, flexible and innovative approach to financial and operational management, with a proven track record of exceeding goals.
- Experience in enhancing and/or developing and implementation of human resources policies and procedures that will improve the overall operation and effectiveness of the corporation (employee relations, training, employment, recruitment, retention and affirmative action), and legal compliance.
- Excellent judgment in a fast-paced, entrepreneurial environment.
- An ability to work well across a variety of functions and departments.
- Experienced manager of people with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Self-directed, flexible and able to multi-task.

- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Prior experience working with a non-profit Board of Directors preferred.
- Strong people skills, with an ability to partner effectively with the CEO and leadership team.
- A can-do attitude and a willingness to make things possible.
- Excellent written and oral communication skills

Supervisory Responsibilities:

- Directly supervises the Director, Human Resources, and Directors of both Accounting and Finance. Carries out job responsibilities in accordance with the organization's policies and applicable laws.

Education and Experience:

- A minimum of a BS/BA; an MBA and/or CPA is strongly preferred.
- Minimum of 10-15 years' finance and accounting experience with at least 5 years as a senior level executive, resulting in the development and implementation of effective financial management strategies and solutions.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym
- Wellness Program

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.