

Chief Operating Officer/ Chief Financial Officer

**** This position will be open in August 2020**

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

Position Summary:

The COO/CFO is responsible for all financial functions as well as the program activities of Canal Alliance. This position reports to the CEO and supervises the Controller, Director of Education, Director of Immigration & Social Services as well as the HR Coordinator.

The COO/CFO will define the process and implementation of the infrastructure and systems needed to support substantial growth over the next 5 to 10 years. She or he will continue to build and manage effective and streamlined administrative, financial and program systems of delivery. As a member of the executive team, the COO/CFO is involved in strategic planning, evaluation, and professional development initiatives.

Essential Functions:

Program Leadership

- Evaluate and advise on the impact of long-range planning, introduction of new programs and strategies as well as regulatory action
- Provide oversight, guidance, support and advocacy for Directors of all programs (currently Director of Education and Director of Immigration & Social Services)
- Collaborate with and support directors in the development and implementation of recruitment, training and retention strategies to improve the resilience and sustainability of the programs
- Collaborate with and support directors in the development and management of grants and contracts
- Collaborate with and support directors in the design, testing and redesign of program strategies
- Participate in Board meetings and represent Canal Alliance with external constituency groups, including community, governmental, and private organizations
- Build and maintain solid relationships with program partners

Financial Management

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance
- Oversee the development of the agency's plans and programs as a strategic partner

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Canalalliance.org

- Maintain credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO/President, the Board and other senior executives in performing their responsibilities
- Provide technical financial advice and knowledge to others within the financial discipline.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for board of directors.
- Oversee budgeting, financial forecasting, and cash flow for existing programs, proposed new sites and all back-office activities

Operational Management

- Serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes with an eye to continuously developing and improving systems
- Develop, enhance and implement policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation
- Ensure quality reporting giving insights and evaluations from data
- Help create grant proposals and reports
- Responsible for risk assessment of all programs and departments
- Provide oversight, guidance, support and advocacy for HR employees, including recruiting, compensation, policies and performance management

Other Responsibilities:

1. Other duties as assigned by supervisor

Education and Experience

- Bachelor's degree required. (MA/MBA preferred) in Business, Management, or Finance
- 5 -8 years of related experience; at least three years' experience supervising staff
- Demonstrated experience in financial and program management, ideally in the nonprofit sector and the for-profit sector
- Experience working with low-income, immigrant, and Spanish-speaking communities
- Experience administering educational, immigration and/or social services programs (preferred)
- Experience dealing with and presenting to Board of Directors members (preferred)

Qualifications- Skills, Knowledge

- Experience in legal, audit, compliance and program development
- Experience in program client services delivery
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Strong relationship builder and communicator with experience leading diverse work teams
- Ability to thrive and be highly effective in a fast-paced environment with competing priorities

- Proven effectiveness in leading and supervising professionals in finance and program management
- Ability to step back from the day-to-day to see the bigger picture (strategic thinking)
- Advanced technology skills and experience working with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Experience designing data collection systems that aid in providing positive client outcomes
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- Personal qualities of integrity, credibility, confidentiality and a commitment to the agency's mission. A commitment to diversity, equity and inclusion
- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic teams. Good listener and shows empathy with all clients and staff
- Strong technical skills including Microsoft Office Suite (Word, Outlook, PowerPoint and Excel). Salesforce experience preferred

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 15 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume and cover letter to **HR@canalalliance.org**. Only electronic applications will be accepted. (Keep it green!) Please indicate "COO/CFO – YOUR NAME" in the subject line of your email.