

Organization Overview

Columbus Housing Initiative, Inc., dba NeighborWorks® Columbus, a 501(c)(3) corporation, located in Columbus, Georgia, was created in 1999 by community leaders to address housing concerns in the community. The need for more affordable housing options for low-income families and the elimination of substandard housing (housing deemed as unsafe, unsanitary, or unlivable) were the highest priorities at that time and continue to drive the organization’s work today.

Under the leadership of founding President, Cathy Williams and the support of key stakeholders and partners, NeighborWorks® Columbus has changed many lives and touched countless others by transforming target neighborhoods into safe, healthy communities of choice: neighborhoods where people want to live, work and play.

Over the last 24 years, NeighborWorks® Columbus has leveraged assets to:

* Generate a total of $292,484,371 in public, philanthropic, and private investment.
* Create homeownership investment of $415,335,753 for families.
* Assist 3,530 families in homeownership.
* Provide financial education, homebuyer readiness training, and counseling for approximately 13,665 customers.
* Build or rehab 313 affordable housing units.
* Own and/or manage 515 affordable rental units.

As NeighborWorks® Columbus has evolved, it has embraced a social enterprise business model — designed to achieve a double bottom line of both purpose (mission) and sustainability. This social enterprise business model is built on principles of:

* Transformative change leading to an adaptive corporate culture.
* Committed promotion of racial equity, diversity, and inclusion in all we do.
* Deeper and more deliberate focus on the customer.
* Social enterprise ethos with a deep focus on financial sustainability.
* Data-informed strategies that drive business growth.
* Leveraging technology to create service delivery efficiencies.

The objectives of this business model are to:

* Increase efficiency.
* Achieve scale in production.
* Become self-sufficient.
* Create exponential impact in our community.

Embracing this business model provides NeighborWorks® Columbus with the ability to adapt to rapidly changing environments and ensure the organization remains a viable resource for this community for many years to come.

Guiding Principles

**Mission**

To promote and provide access to fit and affordable housing and build assets for financial independence for all citizens of low to moderate income.

**Vision**

To improve the quality of life through the elimination of substandard housing.

**Core Values**

NeighborWorks® Columbus will be guided in all of its services and activities by these basic CORE values:

* Act with integrity, openness, and honesty.
* Involve target neighborhood residents in key decisions affecting them.
* Keep the public trust through efficient, cost-effective, and compassionate stewardship of resources.
* Always be respectful of the dignity and rights of individuals.
* Be committed to diversity, accessibility, and rights of individuals.

**Diversity and Inclusion**

NeighborWorks® Columbus is committed to providing a work environment that values diversity among its employees. All Human Resource policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential. Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including, recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

**Customer Promise**

NeighborWorks® Columbus is a customer-focused enterprise offering unique programs and services that empower our customers to achieve their dreams. With a “customer first” approach, we provide and act with integrity, openness, compassion, and honesty.

We provide opportunities for customers seeking homeownership with financial education, lending, and realty services that are easily accessible, and designed to respect the dignity and rights of all individuals. Customers will receive streamlined and tailored services to meet their needs in the most efficient and effective manner, allowing them to reach their goal of home ownership at their own pace and in a timely manner.

We seek to keep the public trust by providing programs and services that are cost-effective, enhance the sustainability of our organization, and promote valued stewardship.

Direction of Finance & Administration

Job Opening 3/1/2024. Submit resumes to Lisa Scrivner, lscrivner@nwcolumbus.org

**Job Title:** Director of Finance and Administration

**Reports to:** President/CEO

**FLSA Classified:** Salaried, Exempt (Executive)

**Job Summary**

The Director of Finance and Administration is a key member of NeighborWorks® Columbus’ Executive Management Team, providing strategic leadership, direction, and oversight of NWC’s financial, resource development, human resources, information technology, and administrative functions and systems. This individual models excellence, implementing prudent controls, tactics, policies, and procedures to sustain and improve NeighborWorks® Columbus’ financial strength and efficiency, building and maintaining NeighborWorks® Columbus’ reputation as a leader in the field.

The Director of Finance and Administration, as a member of Executive Management, ensures the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The Director of Finance and Administration works in partnership with the CEO, Deputy Director, and department managers to communicate NeighborWorks® Columbus’ mission, vision, and values and strategic direction to the staff and the communities served.

**Essential Duties and Responsibilities:**

***Financial Management and Resource Development***

* Provide leadership, supervision and oversight of the Accounting Specialist and all aspects of the financial management system, including general ledger, accounts payable, accounts receivable, cash management, financial statements, and reporting.
* Create and implement an annual budget in collaboration with the Deputy Director, CEO, and the board of directors.
* Provide effective development, administration, and control of the finances, bank accounts, lines of credit, cashflow, grant funding (both operating and capital), investments, and operating reserves.
* Annually, develop a resource development plan to support the achievement of NeighborWorks® Columbus’ goals and objectives and to ensure the long-term financial health and sustainability of the organization and support the Board in its fiduciary responsibility.
* Maintain reporting systems required by the board, lenders, investors, membership organizations, and by local, state, and federal funding sources.
* Develop and implement fiscal operating procedures that ensure the procurement, protection, and upkeep of the assets of NeighborWorks® Columbus and its subsidiaries and comply with any applicable local, state, and federal regulations.
* Provide direction and assistance to other departments regarding accounting and budgeting policies, procedures, efficient control and utilization of financial resources. Monitor budget-to-actual variances monthly. Ensure expenditures receive necessary approvals and are within budget.
* Identify and anticipate resource requirements and leverage funding opportunities, relationships, strategies, partnerships, and alliances to meet those needs.
* Responsible for procuring and maintaining adequate corporate insurance coverage, anticipating and mitigating risk of loss to the greatest extent possible.
* In conjunction with the Deputy Director, develops and implements short-term and long-range plans for revenue generation and capital and operating grant funding.
* In conjunction with the Executive Management Team and the Grants and Resource Development team members, ensures the generation of sufficient income for program operation and NeighborWorks® Columbus sustainability.
* Oversees the identification of public and private funding sources in order to meet program needs.

***Human Resources***

* Collaborate with the Executive Management Team, department heads and managers to create and implement strategic staffing plans to ensure the ongoing and efficient delivery of NWC programs, achievement of Strategic Plan goals, and plan for future succession.
* Leads, administers, and oversees human resource programs with a focus on achieving related Strategic Plan goals including but not limited to diversity, equity and inclusion, compensation including annual benchmarking and internal equity analysis, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
* Identify, lead and/or oversee the hiring needs and the hiring process, developing and executing best practices and maintaining a focus on racial equity and inclusion efforts.
* Provide direction and oversight to the Accounting Specialist, brokers, and providers related to all benefit administration, payroll, and related activities ensuring employees receive the highest quality service and education.
* Monitor and ensure the organization’s compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews and modifies policies and practices to maintain compliance, and ensures timely, clear and accurate communication to staff.
* Act as resource and advisor to staff and managers assisting with performance management and conflict resolution, receiving and addressing complaints in a timely, sensitive, and professional manner, and leading or facilitating internal and external investigations as needed. Acts as organizational liaison with the employment attorney regarding related legal matters.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to management team.
* Maintain open door policy inviting ongoing staff feedback and communication in person and via telephone or email communication.

*Information Technology*

* Provide oversight and direction for all organizational Information Technology and communication system needs, ensuring network reliability and security, and ensuring staff have the most current technology and related training possible to perform work most efficiently.
* Oversee establishment and implementation of annual IT operating budget including creation and implementation of regular system turnover schedule and plan.
* Oversee IT service contracts and procurement processes to ensure NWC’s interests are covered and service quality is balanced with responsible investment of limited departmental resources.
* Lead creation and maintenance of Disaster Recovery plan to promote ongoing operation under unforeseen circumstances.
* Implement and enforce appropriate information security policies and procedures to mitigate organizational risk.

*Administration*

* Support the CEO and board of directors by providing oversight of board administration, including but not limited to maintaining contact information, scheduling, meeting materials, and documentation. Participates in new board member orientations and on-boarding.
* Provide oversight of the main office building maintenance and equipment needs to ensure a safe, effective, and efficient work environment.

*Other:*

* Represent NWC as a leader in local and national trade groups or affiliations including Housing Partnership Network, NeighborWorks America, or others that may be applicable.
* Perform other duties as requested by CEO.

**Knowledge, Skills and Abilities:**

* Extensive knowledge of accounting best practices, GAAP, and nonprofit financial reporting requirements.
* Knowledge of Federal, State, and local grant and funding programs for housing and community development.
* Demonstrated experience in financial planning and analysis with previous experience overseeing human resources and information technology.
* Skilled in organizational development, personnel management, and budget and resource development
* Excellent people skills with an ability to partner with a dynamic leadership team
* Ability to establish and maintain cooperative working relationships with employees, board members, government officials, and other partners and investors
* Possess personal qualities of integrity, credibility and commitment to corporate mission.
* Flexible and able to multitask; can work with ambiguous, fast-moving environment, while also driving toward clarity and solutions
* Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
* Knowledge of sound business practices, business planning, market and product assessment.
* Solid organizational and analytic skills

**Education and Experience**

* Bachelor’s degree required with emphasis in accounting, finance, or business administration.
* Demonstrated experience in leadership and direction of a nonprofit agency with strong social and programmatic commitments.
* Minimum of 5 years supervisory experience with progressive responsibility in the housing and community development field.

**Preferred Education and Experience**

* Master’s degree in business or related field
* At least 5 years in a senior management role
* Knowledge of affordable housing programs

**Environmental Factors and Physical Requirements**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job; however, the physical demands described are not a comprehensive list and additional tasks may be assigned to the employee from time to time and may change as necessitated by business demands. Upon request, reasonable accommodations, as required under the Americans with Disabilities Act ("ADA"), will be made to qualified individuals.

The employee must possess:

* Visual acuity to prepare and inspect financial/legal documents, contracts, or other complex reports.
* Hearing and verbal acuity to aid in effective communications by listening to employee and end-user concerns, provide training, and employee/employer support.
* Manual dexterity to perform normal administrative functions using customary office equipment most of the time.
* Must be able to move about the office space to access file cabinets, office machinery, records, and supply storage locations
* Ability to lift & carry items (ex: document files, supplies, etc.) weighing up to 15 pounds on occasion.
* Cognitive abilities to understand complex regulations/legislation, and work effectively within parameters using sound independent judgment
* Ability to travel occasionally for site visits including but not limited to automobile and air travel
* Ability to withstand occasional exposure to noise, dust or common environmental chemicals or fumes
* Most work is conducted in a typical office setting with temperature control and natural and artificial light; however, employee may be asked to perform occasional outdoor activities requiring exposure to seasonal weather and associated temperature fluctuations.

**Safety**

The employee shall adhere to the policies outlined in the NeighborWorks® Columbus Employee Handbook, which may be revised at any time. Employee shall adhere to OSHA safety standards and established company safety protocols and utilize any safety equipment prescribed for the particular operations, and cause any employee under his/her supervision to comply with safety standards and protocols. The employee should not assume that the company or supervisor is aware of potential safety hazards, and the employee has a duty to report any environmental hazards or if a health or safety concern arises, or to cause corrective action if environmental hazards/health/safety concerns are reported by direct reports.