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| **Job Title:** | Sr. Director of Finance and Administration | **Job Category:** | Exempt |
| **Location:** | **Selma, Alabama** | **Travel Required:** | Yes |
| **Compensation:** | Negotiable | **Position Type:** | Full-time |
| **POSITION SUMMARY**: The Senior Director of Finance and Administration is a key member of the Edmundite Missions’ executive leadership team, responsible for overseeing finance, human resources, operations, and administrative services. This role ensures the financial integrity and administrative effectiveness of the organization while supporting its mission to provide compassionate care and systemic change for those living in poverty. The Senior Director reports directly to the President and CEO and works collaboratively across departments to align resources with strategic goals. Please email all inquiries and resumes to hr@edmunditemissions.org.  |

**Core Responsibilities**

**Financial Management**

* - Lead all aspects of financial planning, analysis, and reporting, including budget development and oversight.
* - Prepare and present monthly, quarterly, and annual financial statements to the President/CEO and Board.
* - Ensure compliance with GAAP and nonprofit reporting requirements, including the annual independent audit.
* - Manage cash flow, investment portfolios, and banking relationships in accordance with Board-approved policies.
* - Oversee financial aspects of grants and donor-restricted funds.

### Human Resources Administration

* - Direct HR strategy and operations, including recruitment, benefits, performance management, and employee relations.
* Oversee technology investments, policies, and contract vendors, assess, create and implement streamlined solutions to support operation effectiveness and provide timely and accurate reporting, reimbursements, etc.
* - Ensure compliance with federal, state, and local employment laws and regulations.
* - Foster an inclusive, mission-driven workplace culture rooted in Catholic social teaching.

**Administrative Operations & Facilities**

* - Oversee operational systems including IT, facilities management, procurement, and risk mitigation.
* - Implement policies, procedures, and infrastructure improvements to support long-term sustainability and efficiency.
* - Coordinate insurance, legal compliance, and vendor relationships.

**Board and Executive Support**

* - Serve as lead staff for Finance and Audit Committees; prepare presentations and reports.
* - Provide data-driven insight and recommendations to the President and CEO.
* - Assist with strategic and operational planning, including scenario modeling and long-term forecasting.

### Mission Integration & Stewardship

* - Promote a culture of ethical stewardship and transparency aligned with the Catholic identity of Edmundite Missions.
* - Support mission initiatives through strategic financial planning and administrative infrastructure.
* - Serve as an ambassador for the organization’s faith-based values internally and externally.

**Other Duties as Assigned**

* - Execute additional responsibilities at the direction of the President and CEO in support of mission-critical needs, special initiatives, or organizational priorities.

**Qualifications**

* - Bachelor’s degree in Finance, Accounting, or Business Administration (CPA or MBA preferred).
* - At least 10 years of progressively responsible experience in financial and administrative leadership, ideally in a nonprofit setting.
* - Proven experience managing cross-functional teams and implementing organizational systems.
* - Knowledge of nonprofit accounting standards, grant management, and audit preparation.
* - Deep commitment to the mission of Edmundite Missions and comfort working in a Catholic faith-based environment.
* - Excellent communication, leadership, and interpersonal skills.
* - Proficiency with financial and HR software (e.g., QuickBooks, Paychex, ADP, Microsoft Office Suite).

**Work Environment & Expectations**

* - Occasional travel to program sites, especially in Selma, AL.
* - Commitment to confidentiality, discretion, and professional integrity.
* - Willingness to support and participate in faith-informed organizational activities.