

## Director of Finance and Operations Job Description

### Position Summary

For nearly 70 years, Children's Institute has partnered with parents, caregivers, educators, and community providers to support the social-emotional development and well-being of children and youth. Our work advances early learning, school readiness, and youth leadership by strengthening the environments in which children live, learn, and grow.

The Director of Finance and Operations is a key member of the leadership team, working closely with the Executive Director and Board of Directors to advance the organization's mission and long-term sustainability. This role provides strategic oversight of financial management, organizational operations, and administrative systems, ensuring strong fiscal stewardship, operational efficiency, and regulatory compliance.

The Director leads budgeting, financial planning, and reporting; strengthens internal controls and risk management practices; and oversees human resources and facilities functions. This leader partners across the organization to align financial strategy with programmatic priorities, support data-informed decision making, and drive continuous organizational improvement.

Reports to: Children's Institute Executive Director; FLSA/Status: Exempt

### Key Responsibilities

#### Finance

- Lead monthly, quarterly, and annual close processes; ensure accurate, timely financial statements and management reporting.
- Oversee general ledger, accounts payable/receivable, cash management, fixed assets, payroll coordination, and related accounting operations as applicable.
- Develop and maintain annual budgets, rolling forecasts, and long-range financial plans; analyze variances and recommend corrective actions.
- Provide decision support to Children's Institute leadership and CI Anchor partners through financial modeling, scenario analysis, identification of risks and opportunities, and business case development.
- Establish, document, and monitor internal controls, accounting policies, and procedures to safeguard assets and ensure data integrity.
- Ensure compliance with applicable accounting standards (e.g., US GAAP/IFRS), tax requirements, and regulatory obligations.
- Coordinate external audits, required report filings, and interactions with banks, insurers, and other financial partners.
- In collaboration with the CI ED manage working capital, liquidity planning, and cash flow forecasting; support capital structure and financing activities as needed.
- Drive continuous improvement and automation of finance processes, reporting, and systems (ERP, consolidation, planning tools).
- Evaluate and coach the CI finance team; set goals, allocate work, build cross-functional partnerships, and assist with career development.

## Operations

### Human Resources

- Oversee HR systems and processes, including payroll, benefits administration, employee records, and compliance with employment regulations.
- Partner with program and organizational leadership to support hiring, onboarding, performance management, and employee engagement.
- Ensure consistent application of HR policies and best practices aligned with organizational values and equity commitments.
- Support organizational development efforts, including workforce planning and staff retention strategies.

### Facilities and Administrative Operations

- Oversee facilities management, including vendor contracts, leases, and service agreements (e.g., utilities, IT, cleaning, office systems)
- Ensure safe, efficient, and well-maintained physical work environments.
- Manage relationships with external vendors and service providers.

### Organizational Leadership

- Contribute to strategic planning and implementation efforts.
- Build strong relationships with funders, partners, and external stakeholders.
- Identify opportunities to improve systems, processes, and cross-functional coordination.

## Required Qualifications

### Technical Skills

- Bachelor's degree in Finance, Accounting, Economics, or related field (or equivalent experience). 8+ years of progressive finance/accounting experience and background in human resources, management operations, and leadership responsibility.
- Demonstrated expertise in financial reporting, budgeting/forecasting, and performance analysis. Strong knowledge of internal controls, audit readiness, and compliance requirements.
- Proficiency with Excel and financial systems (ERP and reporting/BI tools).
- Excellent communication skills with the ability to present financial insights to non-finance stakeholders.

### Leadership and Interpersonal Skills

- Demonstrated ability to handle confidential information with discretion and sound judgment
- Strong emotional intelligence and the ability to navigate complex and sensitive situations
- Excellent communication skills, with the ability to translate financial information for non-finance audiences
- Proven ability to build trusted relationships across diverse teams and stakeholders
- Commitment to applying an equity lens to organizational policies and decision-making

## Preferred Qualifications

- CPA, CMA, or MBA.
- Experience working with non-profit organizations
- Experience in day-to-day administration in HR and facilities management
- Experience leading finance in a complex fiscal climate and during times of growth or reorganization
- Hands-on experience with system implementations/upgrades (ERP, planning, consolidation).
- Experience with FERPA, HIPAA, Cybersecurity and other regulatory requirements relevant to Children's Institute's work with schools, health systems and protected data.

## Additional Information

- Work location: Primarily on-site in Rochester, NY with some flexibility for hybrid work. The nature of this position requires the individual to be in the office 60-80% of the time.
- Periodic extended hours during month-end/quarter-end/year-end close.
- Anticipated Salary Range: \$ 90,000 to \$110,000
- Benefits: Children's Institute offers a comprehensive benefits package including health and dental insurance, generous paid time off and an employer contribution to retirement.

## To Apply

Please submit a resume and cover letter detailing how your qualifications match the job description to:  
Dianne Cooney Miner, Executive Director at [info@childrensinstitute.net](mailto:info@childrensinstitute.net)

## Equal Employment Opportunity

Children's Institute is committed to equal employment opportunity for all persons regardless of race, religion, color, national origin or citizenship, ancestry, sex, gender, gender identity, gender expression, age, disability, sexual orientation, marital, military, or veteran status, or any other status or characteristic protected by law.

We welcome qualified candidates with lived experiences to help us best serve our great Community! We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team and encourage everyone who is interested in the work to apply.