

**Job Description:**  
**DIRECTOR OF ADMINISTRATION & FINANCE**

**SUMMARY:** The Director of Administration & Finance works under the general supervision of the President & CEO to plan, organize, and manage the operations, human resources, and financial aspects of the Virginia Center for Inclusive Communities.

**KEY RESPONSIBILITIES:**

- Directly supervise employees (full-time and part-time) with administrative, communication, financial, and fund development responsibilities.
- Work with contract bookkeeper to manage organizational accounting (currently through QuickBooks) in accordance with guidelines outlined in Financial Policy Manual.
- Serve as liaison to State Board Finance Committee.
- Manage and oversee logistics of annual fund development activities, including mailings, events, and regular maintenance of fundraising database (currently Abila).
- Oversee organization's human resources functions, including payroll, compensation and benefits, performance evaluation, professional development, and recruiting.
- Manage daily operations of office and serve as primary contact for key vendors.
- Document all organizational policies, procedures, practices, and logistics to ensure quality control and sustainability.
- Maintain and ensure compliance with current standards in all administrative documentation for organization, such as annual audit, taxes, fees, and insurance.
- Preserve accurate files for vendors, grants, and client contracts.
- Coordinate meeting preparation and follow-up (including record-keeping) for State Board and local chapters, as well as internal office meetings.
- Advance relevant priorities as outlined in the VCIC Strategic Plan.
- Perform additional duties designated by CEO to meet mission of the Virginia Center for Inclusive Communities.

**SKILLS/ABILITIES/EXPERIENCE:**

- A strong personal commitment to the Virginia Center for Inclusive Communities' mission and work.
- Proven financial management expertise, including accounting procedures and protocols.
- Demonstrated human resource management and supervision experience.
- The ability to conceive, develop, and complete tasks without close supervision.
- Exceptional organizational and interpersonal skills.
- Commitment to maintain confidentiality.
- Ability to manage multiple tasks and take initiative independently in a fast-paced work environment.
- Strong oral and written communication skills.
- Strong supervisory and budget development and monitoring skills.
- The ability to manage multiple tasks.

- Computer competency and proficiency in Windows/Microsoft Office environment, with specific knowledge of QuickBooks and Abila preferred.
- Willingness and flexibility to engage in evening and weekend commitments as needed.
- Must be able to lift, push, and pull up to 30 pounds.
- Must have own car, valid driver's license, and auto liability insurance.
- Spanish-language proficiency preferred.
- BA or equivalent in a related field preferred, plus minimum of 5 years' experience in office administration, human resources, and/or financial management.

**SALARY:**

- Full-time annual salary commensurate with experience.
- Excellent benefits package, including medical, dental, and retirement.
- This is an exempt position.

**ORGANIZATION BACKGROUND:**

The Virginia Center for Inclusive Communities works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

Our organization traces its roots back to 1935 in Virginia. With a lengthy and rich history, we have been destined to change with the times, even as we work to change the times in which we live. Originally founded as the Virginia Region of the National Conference of Christians and Jews, the Virginia Center for Inclusive Communities has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement fighting prejudice in all its forms.

**TO APPLY: Send cover letter & resume by April 17, 2019 to:**

Jonathan Zur  
 President & CEO  
 Virginia Center for Inclusive Communities  
 5511 Staples Mill Road, Suite 202  
 Richmond, VA 23228  
 Fax: (804) 515-7177  
 Email: [contact@inclusiveVA.org](mailto:contact@inclusiveVA.org)

*Be sure to specify "Director of Administration & Finance" in your cover letter. No phone calls or visits, please.*