
Job Title	Director of Finance and Operations
PVN ID	JJ-2210-005121
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$100,000.00 - \$130,000.00
Hour(s) a Week	35
Closing Date	Dec 03, 2022 (Or Until Filled)

General Description

The **Director of Finance and Operations** is responsible for operations including finance, contract administration, office management and procurement. The Director is part of the Institute's executive team, working under the supervision of the Executive Director and in close collaboration with the leadership team composed of program directors. The Director will have the ability to be a highly organized thinker as well as a strategic planner and engaged supervisor.

Finance /Grants Management

- Budgeting, financial forecasting, and cash flow for administration of existing programs and proposed projects
- Manage budgets, and budget narratives for funding proposals, and budget modifications and extensions;
- Coordinate review of funder agreements and their submission to RF;
- Oversight of all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with RF grant and program budgets;
- Production of financial reports for all types of funders (e.g., private, foundation, government, corporate, etc.)
- Working closely with program directors to ensure best use of available resources and timely submission of budget modification requests;
- Quarterly financial reviews
- Oversee administrative support to ensure a smooth workflow
- Oversee the development and submission of funder reports by supporting the drafting of the quarterly/semester/annual program narrative, data and financial reports

Vendor Contracts

- Oversee the development of vendor contracts with program directors and drafting contract language for all Institute contracts as appropriate

- Work with legal department(s) and vendors to prepare agreements
- Monitor and facilitate execution of contracts
- Ensure contract compliance and timely payment of vendor invoices

Operations

- Oversee operations, including but not limited to office management and purchasing
- Event management: oversee planning and execution of all Institute events
- Build and manage relationships within the College, RFCUNY and CUNY systems to ensure efficient operations of the Institute

Information Systems

- Work with Director of Data Management and Information Systems to ensure that data is being captured
- Oversee the contracting of Salesforce consultant to improve gathering and analysis of student data
- Create and improve infrastructure systems and software used to streamline workflow
- Work with executive team and program leadership to identify more opportunities and systems to support programs

Other Duties

- Collaborate with Program Directors to coordinate long term and short term organizational goal setting processes
- Support Executive Director in creating and executing organizational goals and strategic plans
- Ensure that funding is in place to attain those goals
- Participate in the creation an office culture of equity, inclusion, and diversity that effectively attracts, supports, develops, and retains talent

Qualifications

- Master's Degree or equivalent with a minimum of 5 years progressively responsible experience in non-profit financial management
- Extensive experience in fund accounting, budgeting, and financial management
- Familiarity with expectations of government and philanthropic funders
- Familiarity with working under a fiscal sponsor
- Experience in negotiating, drafting and overseeing vendor contracts for services
- Familiarity with good personnel practice
- Skill in change management
- Administrative experience within CUNY and the Research Foundation of CUNY is highly desirable

ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.