



english for **NEW BOSTONIANS**

August 2022

Join English for New Bostonians as our first Vice President for Finance and Administration.

English for New Bostonians (ENB) creates opportunities for immigrants to learn English and pursue their educational, economic and civic aspirations. ENB's strategy includes investment, innovation, leadership and advocacy. We support ESOL programs and lead the statewide English Works Campaign uniting employers, community leaders, students, unions, and educators in the call for greater investment in English language learning programs. Each year, ENB programs provide a gateway for more than 1000 immigrants to fully participate in economic and civic life.

ENB's first ever **Vice President for Finance and Administration** will play a critical role in ensuring the organization has the infrastructure to support growth. Since the pandemic, ENB has doubled in size, both in terms of budget and staff, more than doubling the impact we can make to ensure equitable opportunities for immigrants. The Vice President will bring both a strategic lens to building systems and hands-on expertise in nonprofit accounting, grants management and tracking, contract management, and operations. Successful candidates will establish processes to align each operational function—finance, human resources, IT, contracting, and office management—with ENB's programs team for maximum impact and efficiency. The Vice President will report to and serve as a thought partner to the Executive Director, providing advice based on their financial expertise in forecasting and calculating ROI to decision making around future initiatives. This position will supervise the Operations and Finance Manager, and work closely with the outsourced financial consultant, auditor, and IT support.

Responsibilities

Organizational Finance

- Lead the finance team, ensuring internal financial controls are maintained and updated over time; mentoring the Operations and Finance manager, and collaborating with the external contractor for the finance function.
- Develop and manage budgets, cash flow, financial projections, and project or grant budgeting and tracking.
- Draft, oversee, monitor, and report to the relevant program staff on all ENB contracts with grantees, vendors, and partners.
- Assist staff in developing financial models and assessing return on investment for new programs and initiatives.
- Take responsibility for grant allocations and expenditures.
- Maintain up-to-date systems and policies for all internal controls and accounting standards to ensure financial regulatory compliance.
- Manage annual third-party financial audit and tax filings.

Operations

- Oversee all core administrative functions and human resource activities, including insurance, regulatory compliance for human resources, administrative filings, contract review, office management, and the upcoming office move.

- Establish and maintain excellent systems for record keeping including contracts and human resource files.
- Coordinate with outsourced IT and continually evaluate current technology with an eye to ensuring the program is served by up-to-date and efficient technology.

Organizational Leadership and Strategy

- Lead annual budgeting process, working directly with Executive Director and senior managers to present to the Board an accurate annual budget, plus timely updates over the year.
- Collaborate with program leaders to forecast the financial opportunities or challenges of potential new initiatives and contribute to decision making on when to move forward and what investments would be necessary.
- Develop, oversee, and update organizational policies to ensure the ENB team, volunteers, Board, and supporters understand their respective expectations and contribute to a culture of mutual respect and collaboration.
- Assess current people management and human resources practices and implement strategies that promote effective inter-organization communications, professional development, and career growth for the entire team.
- Serve as a liaison to the ENB Board of Directors, collaborating with the Treasurer as well as the entire Board on planning, effective meetings, committees and task forces, and long-term priorities.
- Oversee all hiring and HR functions, ensuring compliance with all applicable law and best practices and building a culture of learning.
- Contribute both as an ENB team member and a senior leader to ENB's commitment to Diversity, Equity, and Inclusion, ensuring ENB learners, employees, and stakeholders experience a genuine sense of belonging and contribute to an equitable culture.

Qualifications

While no candidate will bring every ideal experience, expertise, and personal quality, the successful candidate will demonstrate most of the following, coupled with evidence of a passion for English for New Bostonian's mission.

- A minimum of 8 to 10 years of exceptional financial, operational, and people leadership in a growing nonprofit. Candidates without demonstrated experience with nonprofit finance and accounting will not be considered.
- A breadth of general management experience—a thorough understanding of finance, operations, information systems, and HR; knowledge and direct experience with a full range of business functions and systems, including strategic planning, budgeting, financial forecasting, and strategic communications.
- A self-starter with excellent cross-team communication skills to work with the Executive Director, the team, the Board Treasurer, and ENB's grantees and stakeholders.
- Examples of systems building or infrastructure design and development that supported a nonprofit growing in size and scope.
- The maturity or self-awareness to take on a new position that ENB and its leadership have never had and, once a candidate is hired, with whom ENB will need to adopt new practices.
- An undergraduate degree or its equivalent with education or training in nonprofit finance and accounting, with additional education in human resources or nonprofit operations, ideal.

- Past experience with public funding such as state contracts or grants is a plus.
- Facility with Quickbooks is ideal.
- Bilingual capability in English and another language is desirable.
- The enthusiasm and willingness to contribute to an energetic environment where every position is valued and every team member pitches in and supports one another, particularly when deadlines or other pressures require that.

This is a full-time position, with a mix of in-person and remote work days anticipated for the foreseeable future. Proof of completed course of Covid-19 vaccination and booster is required.

Salary and Benefits

In addition to the satisfaction of elevating the important contributions that immigrants make to Boston and our nation's success, the successful applicant can anticipate a salary range of \$75-\$90,000, friendly colleagues, a flexible work environment, and the following benefits:

- Excellent health and dental benefits.
- 403(b) retirement plan, with additional contribution by ENB after two years.
- Generous paid time off package including annual office closure Christmas – New Year's.

To Apply

Submit your resume and a thoughtful cover letter detailing your experience and motivation for serving English Language Learners through this position saved as a PDF. Title your resume with YOUR LAST NAME RESUME and your cover letter with YOUR LAST NAME COVER. Email enb@carolynobrien.org. Applications will be reviewed as received—early applications are strongly encouraged.

English for New Bostonians is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.