



Finance & Operations Manager

DNDA
Delridge, Seattle

Primary Responsibilities

FINANCE - 70%

- Lead organization-wide fiscal management, working with leadership to educate and build an environment of collective financial/operational responsibility and accountability for staff and board. Serve on finance committee and report occasionally to the full board of directors.
- Support the development of an efficient, scalable, and sustainable business model that supports DNDA's progressive growth, including expansion of our affordable housing portfolio.
- Manage the annual budgeting process in collaboration with executive team, by developing financial measurement tools, reporting, timelines, and including organizational leadership in decision making.
- Oversee all financial, program, and grant accounting/reporting, ensuring resources are allocated in full compliance with GAAP and nonprofit accounting principles and standards.
- Work with third-party auditors on annual audit, ensuring the ability to furnish transaction backups on request.
- Analyze and prepare accurate monthly, quarterly, and year-end financials and provide them in a timely manner to the executive leadership, board of directors, and finance committee.
- Work with third-party property management company to complete intercompany financial transactions and accounting.
- Hire and manage part-time bookkeeper and continue to assess changing needs of finance team.
- Administer and implement finance-related capacity building projects to improve efficiency and systems.



OPERATIONS - 30%

- Lead and manage routine functions of human resources, including support of hiring and interviewing staff and administering payroll, benefits, leave, and performance evaluations.
- Ensure the timely submission of statutory filings, and that policies and practices are in compliance with local and federal laws, government agencies and funders, and reviewed and updated annually.
- Lead annual insurance renewal process, federal and state reporting and organizational legal compliance. Oversee organizational risk management.
- Manage needs of growing staff and optimize organization's workflows.

About This Position

The Finance and Operations Manager will be vital to DNDA's organizational efficiency as we continue to enhance quality programming, expand community development, and build capacity. This position reports to the Executive Director and is a member of the leadership team.

The ideal candidate approaches finance and operations through an equity lens, paying careful attention to how systems and policies impact staff and stakeholders across identities.

Work will start primarily remotely with priority given to safety and comfort, with increasing in-person work as the COVID-19 pandemic permits.

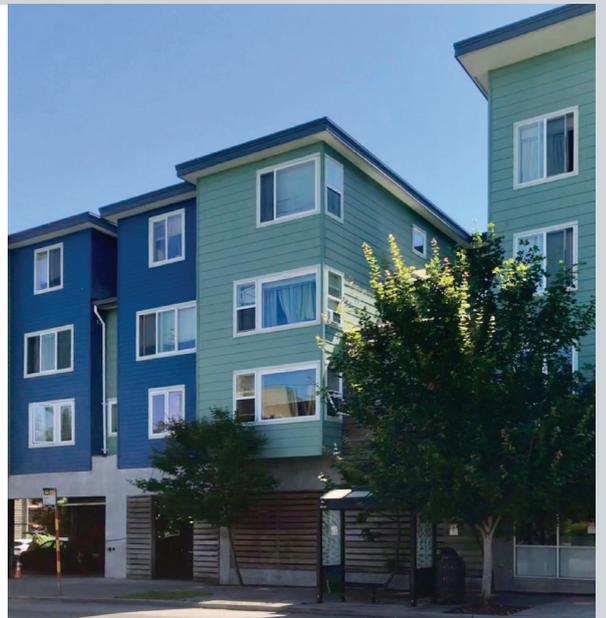
Minimum Qualifications and Candidate Attributes

To be considered, we require a resume and **thoughtful cover letter** that displays your qualifications, enthusiasm, and communication style. Please send materials to jobs@dnda.org

- Degree in finance or accounting and/or 5-7 years of related experience
- Grant management and/or reporting experience, understanding of nonprofit accounting
- Understanding of property management and real estate development accounting principles
- Advanced skills in Excel
- Ability to maintain a flexible work schedule when necessary, consistent with the demands and needs of the development team, property management team, and special events
- Thrive in ambiguous and collaborative environments
- Staff management experience
- Support artistic, environmental, affordable housing, and social justice efforts

Salary and Benefits

- Full-time, \$65k - \$75k
- Flexible PTO
- Medical / Vision / Dental
- Orca card
- 401(k)



WHO WE ARE

Delridge Neighborhoods Development Association (DNDA) integrates art, nature, and neighborhood to build and sustain a dynamic Delridge. Founded in 1996, the agency owns 144 units of affordable housing, partners with more than 190 organizations annually, and has an overall budget of \$2M. DNDA collaborates with local creatives and organizers to develop projects that engage young and diverse communities. Many of these programs are held at DNDA's historic Youngstown Cultural Arts Center, which houses an alternative high school, nonprofit offices, community rooms with affordable rental rates, and affordable live-work units for artists of all disciplines.

DNDA strives to amplify all the voices within our neighborhood and region, emphasizing social, racial, and environmental justice. We work hard to ensure that neighbors have access to services that help families thrive and meet their everyday needs.



DNDA is an Equal Opportunity Employer. People of color, LGBTQ individuals, and women are strongly encouraged to apply. We are committed to having a staff and board representing diverse identities and backgrounds, representative of the communities we serve. We celebrate a workplace where all employees are equally included, valued, and supported.
