



Job Title: Director of Finance and Operations

Reports to: Executive Director

Job Location: Remote. Preferably western Mass.

Application Deadline: May 6, 2024 or until position is filled

Anticipated Job Start Date: Mid to late June 2024

ABOUT THE JOB

Are you looking for a stimulating, and rewarding half time position in a mission driven organization that has been bridging divides and building peace around the world for over 30 years?

Do you have financial and operations expertise that you would like to use to support an internationally recognized and pioneering peacebuilding organization?

Join the Karuna Center for Peacebuilding to build the effective and efficient financial and operational processes necessary to support its critical work.

ABOUT THE KARUNA CENTER

The Karuna Center for Peacebuilding bridges divides to build sustainable peace in areas at risk for violent conflict. We design and implement multi-year programs, lead peacebuilding trainings, and provide conflict analysis to national and multilateral organizations. Through collaborations with local partners, we build the capacity of communities and societies to interrupt cycles of conflict, recognize shared needs, and prevent the spread of violent extremism in any form. Since Karuna Center's founding in 1994, our programs have directly engaged a wide range of stakeholders—from grassroots communities to the halls of parliament. We have led training programs or multi-year projects in more than 40 conflict-affected countries and more recently in the Pioneer Valley, working with schools to prevent violence. Learn more about the Karuna Center at www.karunacenter.org.

ABOUT THE ROLE

The Director of Finance and Operations (DFO) is an exempt 50% full time equivalent remote staff position responsible for the overall financial management and long-term sustainability of the organization. The Director of Finance and Operations is a leader and collaborator on financial strategy and management ensuring fiscal responsibility and smooth operations. They report directly to the Executive Director, supervise the bookkeeping and accounting firm, and work collaboratively with the program team. In addition, the DFO advises and works closely with and advises the Board of Directors, Treasurer, and Executive Director on matters concerning the fiscal health of the organization.

ABOUT THE RELATIONSHIPS

- Reports to the Executive Director
- Supervises the accounting firm and bookkeeper
- Works collaboratively with Program staff
- Advises and works with the Board of Directors and Treasurer

ESSENTIAL DUTIES & RESPONSIBILITIES

Financial and Operational Level

- Supervises the bookkeeping and accounting firm in processing monthly payroll, billpaying, and a range of financial transactions
- Maintains up-to-date knowledge of federal, state, and local regulations to ensure adherence, and safeguard IT security, data management, and finances.
- Monitors all grants, contracts, and other financial obligations to ensure fiscal health of organization
- Reports to and advises Executive Director on all fiscal matters
- Assists the accounting firm in the preparation of tax filings and audits
- Oversees execution of contracts and other services
- Creates and monitors the annual operations budget
- Tracks and analyzes Cash Flow and Profit and Loss on a monthly basis supported by bookkeeping firm
- Regularly reports to Executive and Finance Committees
- Reports on finances at bi-annual board meetings, including preparing all financial related information and reports for the Board packets

Financial - Program Level

- Works closely with the Program team developing and managing project budgets
- Supports program teams by monitoring project contracts, budgets, and reporting procedures for government and privately funded project grants
- Manages and determines allocations of financial drawdowns
- Oversees financial reporting on government and privately funded grants

QUALIFICATIONS & SKILLS

The right candidate for this role will possess the following skills and experience but encourage all qualified candidates to apply, even if they do not meet every criterion listed below:

- 4+ years experience in business management, finance, accounting, or equivalent experience
- 3+ years relevant experience in non-profit financial management
- Strong computer skills with high proficiency in Excel and working knowledge of QuickBooks
- Experience managing U.S. Government grants (USAID, DOS and DHS grants preferred) including programs using foreign currency
- Experience managing complex budgets
- Team player willing to take on diverse tasks as needed

It would be fantastic if our next Director of Finance and Operations had:

- Enthusiasm and commitment to the organization's mission
- Experience in creating effective management systems and processes
- Familiarity with international programming and working with diverse organizations

WORKING CONDITIONS

Work performed at home with considerable time using a computer

BENEFITS

- Karuna Center for Peacebuilding is fully remote
- Half-time schedule is flexible during the work week
- Paid vacation and sick time
- 12 Paid Holidays

SALARY

\$39,000 - \$42,000/year (based on skills and experience)

WHAT TO EXPECT IN THIS APPLICATION PROCESS

Applications submitted by May 6, 2024 will receive highest priority. The Karuna Center will continue to accept applications until the position is filled.

- Initial Short Zoom Interviews: April 29 – May 15, 2024
- 2nd Round Zoom Interviews: May 15 – May 31, 2024
- Final Round Interviews: May 31 – June 12, 2024
- Anticipated Start Date: Mid to late June 2024

HOW TO APPLY

We have retained Anne Rogers, Operations Consultant for this search.

To apply, please fill out [the online Karuna Center DFO application](#). The application includes questions and a resume upload (pdf, doc, docx, rtf file formats accepted).

Karuna Center for Peacebuilding is an equal opportunity employer and we are highly interested in creating a welcoming environment for a diverse staff. Our commitment to Diversity, Equity, and Inclusion (DEI) means that we welcome applicants from diverse backgrounds, including those underrepresented in our field. We are dedicated to creating an inclusive workplace where everyone feels valued, respected, and empowered to succeed.