



EVERY MOTHER COUNTS

## Director of Finance

**Reports to:** Chief of Staff

**Department:** Operations, single contributor

**Position type:** Full time, exempt

**Location:** 333 Hudson Street, Suite #1006, New York, NY

**Every Mother Counts' (EMC)** mission is to make pregnancy and childbirth safe for every mother and birthing person, everywhere. We educate the public about maternal health and invest in community-led programs to improve access to essential maternity care. We engage communities, thought leaders, and partners in efforts to achieve quality, respectful, and equitable maternity care for all.

### **Role Description**

The Director of Finance develops and implements strategies for financial management of Every Mother Counts. You will lead key processes such as annual budgeting and long-term planning, as well as partner closely with EMC's Executive team and Board to optimize company-wide capital and resource allocation. You will have a front-row seat to important strategic decisions, providing the financial analysis and insights necessary to optimize our operations. The right candidate is energized by joining a small but enthusiastic team making an immediate impact in a high-growth environment.

*Note: EMC operates a hybrid work policy with flexibility. Employees are expected to work two days per week in the NYC office, under the discretion of their manager.*

### **Key Responsibilities**

- Develop and implement strategies for financial management of the organization
- Lead financial planning, including annual budgeting, forecasting, headcount planning, financial modeling, as well as variance analysis and spending decisions
- Serve as a partner to the Executive team in managing the organization to the achievement of its strategic plan
- Identify, analyze, interpret, and communicate risks to the financial health and sustainability of the organization
- Monitor restricted grants and forecast spending to ensure compliance with funding organizations
- Prepare and present monthly financial reports for the Founder/President and Board of Directors
- Prepare and present periodic updates to the full staff, in collaboration with the Chief of Staff
- Oversee external finance-related relationships, driving optimal value from partnerships, including accountants, auditors, bank and investment managers
- Drive greater integration of technology and automation into financial management
- Oversee month-close process, in collaboration with the external accountant/bookkeeper
- Maintain line-of-sight into the revenue pipeline, collaborating with the Development team to develop and refine forward-looking forecasts



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- Operationalize strategic and efficient invoicing and revenue collection, in collaboration with the external accountant/bookkeeper and Manager of Office and Operations
- Maintain line-of-sight into the expense projections, collaborating with the Operations team and the Executive team to develop and refine forward-looking forecasts
- Plan and oversee treasury management and the investments portfolio
- Pay vendors, ensuring accuracy and alignment with contract and scopes of work; collaborate with the team to manage relationships with freelancers
- Oversee the work of the external accountant/bookkeeper in reconciling expenses in Intacct
- Process business credit card and personal staff expense reports
- Oversee the annual audit, ensuring adherence to best practices
- Prepare and file Form 990, along with other financial compliance forms
- Ensure compliance with all federal/state/local requirements for fundraising organizations
- Develop and maintain financial policies consistent with best practices
- Coordinate the renewal and addition of business insurance policies

### **Qualifications and Characteristics**

- At least 8 years' experience in a professional environment, including at least 5 years' experience in financial planning & analysis and/or accounting.
- Bachelor's degree required; CPA and/or MBA/Master's Degree strongly preferred/not required
- Experience in the not-for-profit sector preferred.
- You maintain the highest standards of integrity at every step of the way
- Expertise in accounting and bookkeeping principles
- Advanced financial planning and analysis capabilities
- Demonstrated track record of managing finances toward organizational health and growth
- Superb analytical and critical thinking skills
- Tech savvy across multiple platforms, including MS Office, cloud-based systems, donor databases & CRM systems (e.g., Salesforce, Intacct, etc.)
- Self-starter with ability to complete tasks with minimal direction and supervision
- Exceptional detail orientation
- Outstanding organizational skills and ability
- Entrepreneurial style
- Candidates will be required to show proof of full COVID-19 vaccination.

### **Compensation and Benefits**

The health and well-being of employees is important to all of us. EMC offers a generous benefits package, across a broad range of employee needs. Some of the key benefits EMC offers to full-time staff include:

- Individual/family Medical, Dental, and Vision plans and coverage
- Competitive parental family leave
- Generous vacation, sick leave and paid holidays



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- Summer Fridays with early closure Memorial Day through Labor Day
- Organization-wide week(s) off each year to fully recharge
- Short- and Long-term Disability insurance
- Yearly Wellness stipend
- 401K eligibility after one year with organization match
- Hybrid work policy with flexibility (2 days a week in the office)
- Commuter benefit plan

The annual base pay range is: \$120,000 - \$130,000

**To apply:** Please submit a cover letter and resume to [careers@everymothercounts.org](mailto:careers@everymothercounts.org) with “Director of Finance” in the subject line.

**Equal Opportunity Employer**