**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
• 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
• 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 with “Director of Finance” in the subject line.

Equal Opportunity Employer