



OMEGA

COMMUNITY DEVELOPMENT CORPORATION

POSITION ANNOUNCEMENT

DIRECTOR OF FINANCE AND ADMINISTRATION

TITLE: Director of Finance and Administration

EFFECTIVE DATE: August 1, 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, OH

REPORTS TO: President, Omega CDC

POSITION TYPE: Full time

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

OMEGA CDC VISION

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

OMEGA CDC MISSION

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

OBJECTIVE OF POSITION:

The Director of Finance and Administration is responsible for directing the fiscal and administrative operations of the organization in accordance with generally accepted accounting principles as well as any regulatory compliance requirements or other best practices for non-profit organizations. This position oversees the planning, development, implementation and maintenance of the company's administrative and financial services and departments, supporting and promoting profitable goals and objectives.

ESSENTIAL FUNCTIONS:

- Plan, develop, organize, implement, direct and evaluate the organization's essential operating systems, information and financial business of the organization, including financial reporting, internal controls, compliance, risk mitigation and any other areas that affect the organization's financial well-being and sustainability.
- Ensure compliance with federal, state, local and organizational laws, regulations, guidelines and best practices, including but not limited to tax laws, generally accepted accounting principles (GAAP) and cost accounting standards (CAS).
- Plan, develop, organize, direct and evaluate the organization's information technology and human resources areas with their various outsourced providers.
- Define and implement key performance indicators and strategic objectives for the department, and, as appropriate, for the entire organization. Facilitate measurement of those objectives, reporting results to senior management.
- Draft, implement and enforce policies and best practices to support achievement of objectives and required standards, improving the efficiency and effectiveness of the organization's operations.
- Participate in the development of the corporation's plans and programs as a strategic partner, facilitating implementation of new systems and modifications of existing systems to reduce organizational downtime.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and address changes in the business and regulatory environment that would affect the organization.
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President and the management team in performing their responsibilities.
- Provide technical financial advice and knowledge to others within the organization. Maintain current knowledge of developments and trends in finance and administration, including technological advances.
- Provide strategic financial input and leadership on decision making issues affecting the organization. Ensure availability of adequate and appropriate equipment, staffing and systems; recommend additional staffing and systems as needed.
- Interact with financial institutions and other stakeholders on matters affecting the organization, including having adequate financial resources and maintaining compliance with any related agreements.
- Provide effective leadership and guidance to direct reports in Finance, Human Resources, Facilities and IT

COMPETENCIES REQUIRED

- Thorough knowledge of financial and legal best practices and requirements with a proven ability to provide sound and ethical leadership to senior management.
- Excellent oral and written communications skills
- Strong analytical and problem-solving skills
- Thorough understanding of and personal involvement with systems and methodologies of finance and administration
- Ability to communicate effectively with a diverse range of individuals.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting or finance
- 5 + years' broad functional management experience in finance and operations within a medium to large organization with accountability for operating performance
- Strong supervisory and leadership skills; experience with managing and developing direct and indirect staff reports.
- Demonstrated ability to work effectively in a collaborative environment.
- Demonstrated knowledge of and experience in developing and achieving annual plans.
- Demonstrated ability to effectively organize and manage multiple priorities.
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite or related software

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- C.P.A. or M.B.A. degree preferred
- 5 years' successful experience at a senior management level

WORKING CONDITIONS

Work is performed primarily in an office environment, with local travel required for meetings and presentations. Occasional overnight travel may be required.

PHYSICAL DEMANDS OF THE POSITION

Working on a computer and/or phone most of the time.

TYPICAL WORK HOURS

Normal office hours are 8 – 5 Monday through Friday, with overtime as needed to complete the requirements of the position.

COMPENSATION

\$ 77,000 - \$115,000/year plus benefits. To apply, submit your cover letter and resume to theomegacdc@gmail.com with "Director of Finance and Administration" in the subject line. Applications close on July 9, 2021.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.

This position description is not all-inclusive. Responsibilities may change from time to time.