**Director of Finance**

**ShelterBox**

ShelterBox is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies when natural disaster or political conflict devastates a region. From Syria, to Somaliland, the Philippines, Indonesia, the Lake Chad Basin, and beyond, in 2018 alone ShelterBox provided shelter to more than 200,000 people who were left homeless from disaster and conflict situations. ShelterBox is rated FOUR-STARS by Charity Navigator, was nominated for the 2018 Nobel Peace Prize, and is the official project partner of Rotary International in emergencies.

**The (Awesome) Team**

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization.

Think you want to join our team? We are actively seeking a **Director of Finance** to lead our financial operations from either our Santa Barbara, CA., or Sarasota, FL., office. Details on the specific responsibilities and minimum qualifications are provided below, but before reading on please ask yourself the following questions:

1. Am I a self-starter and do I thrive in an entrepreneurial environment where I’m responsible for running an efficient finance operation and developing long-term financial goals and the strategies to reach them?
2. Do I have the ability to relate closely to colleagues as internal customers, to help remove roadblocks and explain financial and HR related content to them in a meaningful manner?
3. Am I passionate about contributing to continued dynamic improvements in the global humanitarian aid arena?

If you’ve answered “yes” to each question, please read on!

**The Position**

This position is part of our leadership team and reports to the VP of Operations. The **Director of Finance** oversees all administration of the organization’s financial, human resources, and administrative management.

***Financial Management & Oversight***

Leads all financial operations for the organization including financial reporting, budgeting, forecasting, and reporting activities. Partners closely with the Management Team, Finance Committee and Board of Directors in analysis of contributions, expenses, cash flow, and grant payments. Tracks performance to budget. Donor and grant funding/tracking and reporting are also a part of this function as we track and release grants, both restricted and unrestricted within the ShelterBox network. Works directly with Finance and Audit Committee of the Board.

***Office Operations, Administrative Services, and HR***

In partnership with the VP of Operations, maintains responsibility for risk management and legal activities including reviewing letters of agreement, contracts, leases, corporate state filings and other legal documents and agreements. Assists in the HR (including payroll) and benefits/total compensation execution for the organization.

***Donor Services***

Oversees Database Administrator, and provides oversight to donor database (Raiser’s Edge), ensuring proper systems for care of donor information are in place. Oversees the entry and security of all donor data and correspondence in accordance with record keeping policies. Manages the entire donor experience including timely acknowledgments, destination appeals and all other applicable outreach stemming from gifts and stewardship. Manages the various queries and reports for use by ShelterBox staff. Analyzes donor information and fundraising performance to identify fundraising opportunities and trends impacting the organization.

**The Person We’re Looking For**

Our ideal candidate has a strong finance background, including extensive experience and expertise in accounting, budgeting, and financial analysis, and a solid understanding of the IRS regulations governing nonprofit organizations. In addition, the following qualifications:

* Bachelor’s degree with a minimum of eight (8) years of relevant work experience as a senior accountant or equivalent; experience in nonprofit accounting required (e.g. revenue recognition, public support testing, 990 reporting). CPA or Masters in accounting, finance or related field is preferred.
* Knowledge of GAAP, external audits, and other regulatory financial requirements.
* Expert computer skills, including Office, with advanced proficiency in Excel and QuickBooks.
* Ability to fluidly collaborate with a small team, remote-based workforce.
* Ability to effectively develop, document, and implement organizational systems and processes.
* Excellent analytical skills, highly organized, strong attention to detail, consistent follow through, with an accuracy of information presented.

This salaried position is a full-time, exempt, 40 hours per week, typically maintaining regular office hours (8 – 5pm). We enjoy a progressive benefits package. Due to the nature of a disaster relief organization, employees may be asked to work extended hours or on holidays without much advance notice.

At ShelterBox, successful leaders are engaged, lifelong learners who are excellent listeners and coaches, and value deep, authentic collaboration in a cross-functional team. Most importantly, at ShelterBox success is measured in the “we” and not the “me”. Our leaders believe that their own success is measured not by personal accomplishment, but by how their team is growing and contributing, both as individuals and as a whole.

**Here’s How To Apply**

To apply for this position, submit your resume to [careers@shelterboxusa.org](mailto:careers@shelterboxusa.org). Please include salary expectations. No calls please.

*ShelterBox USA is an equal opportunity employer. All applicants are considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*