



**Director of Finance
Unicorn Children's Foundation
Boca Raton, FL**

DATE: September 2015

REPORTS TO: Executive Director of Unicorn Children's Foundation
Headmaster of Unicorn Village Academy

WEBSITE: www.unicornchildrensfoundation.org or www.unicorncvillageacademy.com

CONTACT: sharon@eunicorn.org

JOB GOAL: The Director of Finance will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Unicorn Children's Foundation (UCF) and Unicorn Village Academy (UVA) continue to enhance their quality programming and build capacity.

SCOPE OF RESPONSIBILITY: Reporting to the Executive Director of UCF and Headmaster of UVA, the Director of Finance will define the process and implement the infrastructure/systems needed to support substantial growth over the next three to five years. S/he will continue to build and manage effective and streamlined administrative systems, including financial, accounting, legal, human resources (HR), and physical infrastructure. As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of two well-respected, high-impact organizations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director of UCF and Headmaster of UVA; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

Technology and Administration

- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Administrative Leadership and Management

- Serve as a business partner to the Executive Director of UCF and Headmaster of UVA on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.).

QUALIFICATIONS: The Director of Finance will have at least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience (preference given to nonprofit experience). S/he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The Director of Finance will have the following experience and attributes:

- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
- Experience should include legal, audit, compliance, budget, and resource development
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software (Quickbooks)
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented in a fast paced environment
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

- Commitment to training programs that maximize individual and organization goals across the organization including best practices in nonprofit performance
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders, including staff, board members, external partners and donors
- Personal qualities of integrity, credibility, and a commitment to Unicorn Children's Foundation and Unicorn Village Academy missions

ABOUT OUR ORGANIZATIONS:

Established in 1994, Unicorn Children's Foundation provides leadership, education, and funding of innovative programs to ensure that individuals with neurodiversity are appropriately assisted, supported, and included in least restrictive ways to maximize their full potential. According to the Center for Disease Control & Prevention, the increase in prevalence of neurodiversity presents communities with serious health and social challenges. The latest statistics indicate that 1 of every 6 children is affected by a neurodevelopmental disorder, such as ADHD, autism, dyslexia, and other learning disorders. For more information, please visit www.UnicornChildrensFoundation.org.

Established in 2013, Unicorn Village Academy is an individual, strength- and interest-based educational model that allows neurodiverse students to achieve educational, personal, and career goals in an environment highlighted by self-determination and self-advocacy. For more information, please visit www.UnicornVillageAcademy.com

TO APPLY: Interested candidates should email to sharon@eunicorn.org. Please include: your Resume and Cover Letter explaining why you feel you would be a good fit for this position. No phone calls please.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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