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Executive Search

**HER JUSTICE
DIRECTOR FINANCE & OPERATIONS**

www.herjustice.org

The Organization:

Founded in 1993, Her Justice is a Charity Navigator Four Star nonprofit organization that stands with women living in poverty in New York City by recruiting and mentoring volunteer lawyers to provide free legal help to address individual and systemic legal barriers.

Through its pro bono first model, the organization pairs thousands of well-trained and resourced, pro bono attorneys with women who have legal needs in the areas of family, matrimonial and immigration law, beginning to break down the systemic barriers that are built into our civil justice system, barriers that reinforce and exacerbate gender, racial and economic imbalances.



The Director Finance & Operations will join a team with the goal of connecting women living in poverty with volunteer lawyers and supporting implementation of the organization's policy strategic plan and the policy mission to reform the civil justice system such that it produces the most favorable outcomes for women like our clients, through processes that are as equitable, empowering, and as efficient as possible.



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The Role:

Location: 100 Broadway, 10th floor, New York, NY 10005

Please Note: The physical office is open 5 days/week. Staff are currently working in a hybrid mode – working from home or the office, depending on their needs and the requirements of their job. All Her Justice staff are expected to be able to come into the office, for a monthly All Staff meeting and as necessary for their position. The expectation is that this leader will need to come into the office twice a week.

Reports to: Executive Director

Reports: Team of 3-4 plus management of the outsourced IT and financial management functions.

Position Summary:

Her Justice seeks a hands-on leader who is excited to apply their broad skillset to an organization that drives social justice for women living in poverty in New York City through access to civil legal services.

The Director of Finance and Operations will serve as an organizational leader responsible for setting and articulating a compelling operational strategy and overseeing the day-to-day running of the organization. Broad areas of responsibility will include - but are not limited to - finance, operations, talent, and technology. They will:

- Lead the financial management and internal operations, and appropriately align core functions of the organization towards staff support and strategic growth.
- Supervise a staff of 3-4 people, as well manage the outsourced IT and financial management functions.
- Establish the infrastructure needed to achieve organizational objectives.
- Develop scalable systems and processes, drive their adoption, and coach and manage department leaders.
- As a key cultural leader, be a champion of women living in poverty, and promote an organizational culture that emphasizes diversity, equity, inclusion, and belonging.



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Key Responsibilities:

Organizational and Strategic Leadership:

- Support the organizational vision of Her Justice.
- Create an operational vision, strategy, and goals that align with the Her Justice Mission and Goals.
- Ensure that budgets and long-term financial plans are aligned to the organizations' strategic plan and Her Justice values and priorities.
- Cultivate and promote a culture of collaboration, transparency, accountability, and empowerment.
- Guide and direct the Department of Finance and Operations, including responsible for hiring, supervision, support and mentoring of department staff, as well as overseeing relationships with outsourced financial services and IT vendors.

Financial Management:

- Oversee and manage the relationship with an outsourced Financial Management company, including
 - ensuring the accuracy and compliance of day-to-day financial accounting functions and processes;
 - leading the annual budget and planning process in close collaboration with the Executive Director and the Senior Leadership Team;
 - managing the State and City government grant processes including application, documentation, reimbursements, audit etc., in collaboration with the Development and Communications and Law & Policy teams;
 - supporting the foundation grant processes including preparation of proposed budgets for funding applications
 - serving as lead for auditors in partnership with the outsourced financial team;
- Conduct periodic financial analyses including comparisons of budget, actual expenses, and forecasts, audit performance, and risk management ensuring both stability and sustainability for the organization
- Promote the organization's financial health by providing financial updates and respond to requests from the Executive Director and the Finance and Audit Committee of the Board.
- Update and implement the Finance policies and procedures manual to ensure compliance and efficiency in all aspects of financial management.

Operations:

- Define and ensure operational excellence and cross-departmental alignment while taking ultimate responsibility for operational performance and outcomes across the organization.
- Assess and identify areas for infrastructure improvement and anticipate future needs of the organization. Identify any gaps and proactively propose solutions.
- Support Operations team members, and set broad goals for and oversee general office management and facilities including managing the relationship with the building management, lease negotiation, office security, insurance policies, etc.

Human Resources & Administration:

- Oversee the Her Justice human resources team, ensuring the execution of payroll, benefits, total rewards, talent acquisition, onboarding/offboarding, professional development opportunities, and performance management processes that foster positive staff experiences and individual growth.
- Ensure that Her Justice develops clear roles, responsibilities, and reporting structures for staff and consultants to maintain a strong, high performing organizational culture.
- Ensure Human Resources policies and procedures are regularly updated and implemented to ensure equity and compliance.
- Support human resources staff members to execute on plans developed.

Technology & Data:

- Manage the relationship with our current IT support vendor to maintain smooth technology operations for the entire organization
- Oversee technology solutions including hardware, software, website hosting, and network services
- In partnership with internal team members and consultants, utilize software programs and databases to streamline internal operations.

The Person:

The successful candidate will be a cross-functional, systems thinker and culture champion, capable of managing multiple internal workstreams simultaneously. They will be an engaged, values-driven, agile, curious, and approachable executive who fosters an environment of joy and collaboration.

Strong candidates for this role will possess a majority of the following professional and personal attributes and competencies:

- At least 8 years of senior management experience overseeing a team or department, preferably in a nonprofit organization, with the ability to lead finance, operations, IT, and HR functions.
- Experience with New York City and New York State government grants would be highly beneficial.
- Proven track record of results in increasing efficiency and operational performance of organizations through creation, streamlining, or digitization of processes.
- Ability to rapidly transition from the innovative and strategic to the tactical.
- Knowledgeable of talent practices and HR procedures.
- Experience overseeing the technology needs of an organization, with an affinity for forward-thinking creative solutions
- Effective and inspirational manager with experience managing a broad array of functional areas and teams of people to the successful completion of ambitious goals.
- Excellent problem solving, analytical, and organizational skills. Strong attention to detail, intellectual curiosity, and receptivity to feedback.



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- Demonstrates discretion and excellent judgment. Strong communicator, verbal and written.
- Experience with and demonstrated impact of leading change management efforts while instilling confidence in a new path forward.
- Strong organizational, time, and project management skills with the ability to manage multiple priorities, short-term needs, and long-term planning.
- A proven commitment to the values of diversity, equity, inclusion, and belonging and passion for social justice and the organization's greater mission.
- A sense of humor and strong emotional intelligence for handling all the stresses in a dedicated purpose-driven organization

Compensation:

- For this position, the salary range is \$160,000 to \$190,000.
- Benefits include medical insurance, a 401K plan, a liberal paid day off policy, and a hybrid work environment.

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Since our founding in 1993, the ability of Her Justice to succeed in transforming the lives of thousands of women facing legal challenges has, in large part, been due to our philosophy of hard work from many dedicated employees and volunteers. Her Justice is committed to fostering and preserving an open and friendly working environment that is conducive to positive growth and development; and to respect human dignity, encouraging a collegial atmosphere, and providing a generally enjoyable place to work.

Her Justice is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, gender, gender identity, creed, color, citizenship, marital status, partnership status, age, national origin, disability, veteran status, sexual orientation, public assistance status, domestic violence or sex offense victim status, genetic information, pregnancy (and recovery from childbirth and related medical conditions), unemployment status, arrest or conviction record (as provided for by applicable law), or any other class or status protected by law.

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To learn more about this opportunity, please contact:

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