



Deputy Director

POSITION DESCRIPTION

ABOUT URBAN HOPE

Urban Hope is on a mission to make home a cornerstone of opportunity by keeping it affordable. Urban Hope partners with clients to gain financial health, secure safe, affordable rental housing, and chart pathways to homeownership. Our work is inspired by Christian faith, led by and centered on residents, and focused on the East End of Richmond, VA. In our rapidly changing neighborhood, we prioritize racial equity, are committed to anti-displacement practices and policies, and seek to build towards an inclusive and just community where everyone can find a home. Visit www.urbanhoperva.org for more.

ABOUT THE DEPUTY DIRECTOR POSITION

Urban Hope is seeking a talented and motivated individual to be our Deputy Director, a newly formed position. The Deputy Director is a strategic thought leader who supports the Executive Director with oversight of the daily operations of Urban Hope, with a primary focus on financial management. The Deputy Director leads the internal operations of finance and general administration and assists with oversight of all program implementation.

REPORTS TO: Executive Director

DIRECT REPORTS: Director of Programs and Office Manager

TERMS: Full-Time, Exempt Status

SALARY: \$88,000 - \$95,000; commensurate with experience

BENEFITS: Medical, dental, and vision benefits with employer contribution, SEP-IRA retirement employer contribution, 15 observed holidays, 15 days of vacation, 15 days of sick leave, work from home on Fridays

OFFICE LOCATION: 1111 N 25TH Street, Richmond, VA 23223

PRIMARY RESPONSIBILITIES

- Finance Management
 - Lead organization's financial strategy in partnership with Board Treasurer and Executive Director.
 - Create, Analyze and Present monthly, quarterly, and annual financial reports to the Executive Director and Board in an accurate and timely manner; and provide comprehensive analysis regarding financial sustainability.
 - Management of all financial functions to include payables, receivables, procurement, reconciliations, and grants management. Oversee bookkeeping.
 - Management of organizational cash flow and forecasting. This includes ensuring that the billing and collection schedules are adhered to and that cash flow is steady to support operational requirements.
 - Ensure adherence to industry policies and procedures and state and federal regulations.
 - Ensure organization fulfills all financial obligations (tax filings, long-term liabilities, etc.).
 - Work with and serve as liaison for all auditors.
 - Lead budget strategies and processes for Urban Hope
 - Monitor Urban Hope budget status on budget to actual status. Keep the Executive Director and the Board abreast of the organization's financial status.
- Program Oversight
 - Provide strategic guidance and support to Director of Programs.
 - Collaborate with the Director of Programs to develop and implement the organization's housing program vision and strategic plan, advising on program development, expansion, and resource allocation.
 - Ensure program effectiveness and compliance of all housing programs, and adherence to grant requirements, regulations, and best practices.
 - Monitor program performance metrics and identify opportunities for improvement.



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- General Administration
 - Partner with the Executive Director to create and implement Urban Hope's strategic plan to include developing metrics/organizational objectives.
 - Secure insurance, complete annual audits for operating insurance, and assist with managing overall risks associated with Urban Hope's property portfolio.
 - Provide IT support, training, and troubleshooting for Urban Hope's staff, through seeking internal or external solutions.
 - Lead the annual review and board approval of operating and financial procedures. Document policies, procedures, and metrics for the organization, and ensure they are implemented.
- Other duties as assigned by Executive Director

MINIMUM QUALIFICATIONS

- Proven track record of overseeing the operations of an organization and managing a team.
- 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.
- Demonstrated knowledge of principles related to accounting and financial management; project management; resource management.
- Demonstrated ability to think strategically to generate and execute long-term strategic planning.
- Ability to multi-task with strong organizational, planning, and prioritization skills.
- Excellent attention to detail.
- Strong written and verbal communication skills.
- Ability to effectively present information to applicable stakeholders.
- Excellent interpersonal skills and ability to effectively interact with stakeholders at all levels.
- Ability to work collaboratively in a team environment with staff, volunteers, and board members.
- Demonstrated initiative and ability to work independently.
- Proficiency in Microsoft Office, especially Excel, including spreadsheet modeling and data analysis.
- Proficiency in Quickbooks.
- Thorough understanding and application of accounting standards, including GAAP and IRS non-profit compliance.
- Experience with oversight of an operational budget, including ability to balance the delivery of programs against the realities of a budget and successful P&L management.
- Completion of a criminal background check.

Education and Experience:

- Bachelor's degree in business, accounting or finance or equivalent experience required.
- CPA certification preferred.
- Minimum of three years of supervisory experience.
- 3-6 years of experience of managing operations, financial, accounting, bookkeeping systems.
- 3-6 years of experience, preferably in a non-profit organization, in budget development, forecasts, financial statements, analysis and interpretation.

Physical Demands / Cognitive Requirements

- Office environment - Sedentary work; prolonged periods sitting at a desk and working on a computer; ability to operate standard office equipment and keyboards.
- Must be able to ascend and descend stairs.
- Must be able to lift, carry, push, pull, or otherwise move objects up to 15 pounds at times in an office environment and up to 50 pounds for outside work events.
- Repetitive motion; substantial movements (motions) of wrists, hands, and/or fingers



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- Position requires close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer, extensive reading.

CONTACT US TO APPLY

Applicants should complete an employment application by clicking [here](https://www.urbanhoperva.org) or visiting Urban Hope's website at www.urbanhoperva.org. While we sincerely appreciate all applications, we will only contact those candidates selected for an interview.

Questions? Please reach out to Lawson Wijesooriya, Director of Development and Strategy, at lawson@urbanhoperva.org

Urban Hope is an Equal Opportunity Employer that recognizes, celebrates, and embodies diversity, equity and inclusion as a matter of practice. We are dedicated to recruiting, employing, retaining, and promoting persons in all job titles without regard to gender, sex, sexual orientation, race, color, alienage or citizenship, national or ethnic origin, age, transgender status, political affiliation, personal appearance, family responsibilities, marital status, veteran status, carrier status or disability, except where there is a bona fide occupational qualification for the job tasks to be performed. In such circumstances reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would result in an undue hardship. Each person is evaluated based on personal skill and merit.