

FINANCE DIRECTOR



Northwest Immigrant Rights Project seeks a dynamic and seasoned Finance Director, looking to work at the intersection between human rights and the existing U.S. legal system. NWIRP boasts a working environment filled with inspiring work and incredible colleagues. And during a time when NWIRP is experiencing heightened visibility and substantial growth, this position can envision our movement’s potential and help shape the way forward.

NWIRP’s Finance Director is supervisor to collaborative team of two that has organizational wide impact. In 2021, NWIRP is projected to have a staff of 100+ and an annual budget of approximately \$14.5 million with nearly one-third of revenue coming from individuals.

NWIRP OVERVIEW

Northwest Immigrant Rights Project is a trusted provider of direct legal services and immigration-related community education for immigrant communities. NWIRP also challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. More than 10,000 people from over 145 countries are served by NWIRP each year, through four offices in Washington State.

NWIRP is currently one of the largest immigrant rights organizations in the United States. Its work is nationally recognized and regularly featured in media across the country. You can learn more about the impact of our programs and work by reading through our 2019 [Impact](#) Report.

What is it like to work at NWIRP?

“At NWIRP, I have the support and potential for growth I had not seen available anywhere else. I am able to develop professionally and personally. I am supported to develop legal and soft skills. Working with clients, with a trauma-informed approach and following NWIRP’s values is important to our work. I have made long-lasting friendships with my colleagues. I can’t imagine working anywhere else.”

– **Malou Chavez**
Deputy Director, 10+ years

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COMMITMENT TO DIVERSITY

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive.

We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

Please contact NWIRP's HR Director, guadalupe@nwirp.org to request an accommodation.

THE OPPORTUNITY

Northwest Immigrant Right's Project (NWIRP) is seeking a talented and committed Finance Director to help further its mission of promoting justice by defending the rights of immigrants. The organization has grown significantly in the past few years and needs an experienced leader who can provide strong oversight of finance matters and ensure compliance with the funder requirements. The position reports to the Executive Director (ED)

NWIRP strongly encourages candidates that have lived or adjacent experience to that of our served community to join our majority POC leadership team. In this role you will contribute to support NWIRP's [mission and values](#) across the organization and to shape NWIRP's strategic direction. We are looking for an individual who relishes the technical aspects of accounting and finance, can successfully lead a team, and is also deeply committed to immigrant rights.

What is the best thing about NWIRP as a staff/culture/organization?

"For me, it's the sense of shared purpose (being part of something bigger than oneself). We've always had a good sense of camaraderie, and that has helped us through the very tough times, such as the last four years."

– **Jenny Mashek**

VAWA Directing Attorney, 13 years

KEY PRIORITIES AND RESPONSIBILITIES

Leadership and Collaboration- You are someone who:

- Is successful in establishing rapport with staff, facilitating ongoing communication amongst teams and is proactive in preventing and addressing barriers in order for teams to have positive work outcomes
- Is a systems thinker who finds and creates efficiencies- you have the ability to conceptualize workflows through a systems approach, are proactive in identifying opportunities for process improvements, and encourage others on your team to do so as well
- Has a coaching mindset- you help team members reach professional goals and professional development.
- Must be able to articulate your own personal passion for the social justice [mission and values](#) of NWIRP. Candidates with a personal connection to immigrant rights are strongly encouraged to apply.

Financial Management:

- Handle and supervise all aspects of financial operations, including payroll, receipts, disbursements, cash management and equipment records; maintain computerized ledgers and journals
- Maintain financial management reporting system, including project and grants accounting
- Advise the Board of Director's Finance Committee; provide accurate and timely monthly, quarterly and annual financial statements to the Executive Director (ED), the management team, the finance committee and the Board of Directors; keep the ED apprised of key financial matters
- Coordinate the annual audit (including federal A-133 audit) and form 990 processes; prepare supporting information for the audit; liaise with external auditors, banks and financial institutions
- Oversee and manage annual budget planning and financial forecasting process in conjunction with the ED
- Oversee bank accounts and investments, maintain fiscal and investment policies and procedures, manage cash flow and forecasting
- Update and implement all necessary business policies and accounting practices; keep current and improve the overall policy and procedures manual for financial management, including NWIRP's internal control policies
- Provide financial insight into strategic decision-making throughout the organization
- Promote and ensure a culture of financial transparency, consistent communication, and meaningful collaboration with colleagues
- Archive financial records as scheduled

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Grant and Contract Management:

- Collaborate with NWIRP's Associate Director in implementing and managing a robust grant and contract management system overseeing all NWIRP grant and contract execution, implementation and close-out processes
- Develop budgets for new grant and contract requests; monitor expenditures of on-going grants and contracts; and produce budget-to-actual expenditure reports

Finance Department and Organization Functions

- Supervise a staff of two others in the finance unit: the bookkeeper, who handles account payables, and the accountant, who handles payroll, accounts receivables as well as quarterly tax filings
- In coordination with the Human Resources Director, monitor and coordinate expenses related to benefits programs
- Maintain and manage liability and professional insurance coverage for NWIRP
- Review policies and procedures periodically to ensure compliance with Federal Uniform Guidance and other grantor requirements, as well as agreement with best practices in accounting and financial reporting
- Seek and implement process improvements to create efficiencies for the unit
- Perform other duties as assigned by the Executive Director

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

COMPENSATION AND BENEFITS

This is a full-time position that requires a willingness to work some evenings and weekends, as well as occasional travel within the state. The anticipated salary range for the position is \$82,000 to \$120,000, depending on experience.

NWIRP offers a generous employer-paid benefits package, including excellent health, vision & dental plans; 3% employer retirement contributions; paid vacation starting at 15 days and more after year 1, paid parental leave, and health-related leave; subsidized transit pass; employer-paid disability/life/AD&D, and long-term care coverage; and 4 weeks of paid sabbatical after six years of employment.

Due to the COVID Pandemic, NWIRP's operations are currently remote.

IDEAL SKILLS AND QUALIFICATIONS

- Must be able to articulate your own personal passion for the social justice mission and values of NWIRP. Candidates with a personal connection to immigrant rights are strongly encouraged to apply.
- Minimum of a B.A. in accounting or finance
- Six or more years of hands-on professional accounting experience, including at least three years in the non-profit sector
- Demonstrated success in finance and accounting position(s) with 501(c)(3) non-profits, responsible for the quality and content of financial data, reporting and audit coordination and payroll accounting
- Experience with financial reporting for government funding sources
- A successful track record in analysis and problem solving to enable sound decision-making
- Excellent communication skills to explain financial concepts, prioritize, negotiate, and work with a variety of internal and external stakeholders
- Sophisticated proficiency in use of Excel and computerized accounting software (experience with MIP a plus)
- Experience in maintaining and enhancing a system of internal controls
- Ability to work under pressure and to set and change priorities according to deadline requirements
- Strong leadership skills in a cross-cultural environment. Ability to work effectively and collaboratively with internal and external stakeholders, and staff

THE COMMUNITY

This position is based in NWIRP's central office in Seattle, Washington - the state's largest city, nestled between Lake Washington, Lake Union and the Puget Sound as well as the Cascade and Olympic Mountain ranges. The area is surrounded by water, mountains and evergreen forests - containing thousands of acres of parkland. Whatever the time of year, Seattle is a short drive from some of the Northwest's most beautiful outdoor experiences. From gorgeous hiking spots open year round, to winter snow shoeing, skiing or snowboarding to summer's many water sports and incredible camping, Seattle is in the middle of nature's playground.

The Pioneer Square historical district houses NWIRP's central office. Known for its art galleries, quirky boutiques, and cafes and restaurants - in non-COVID times, Pioneer Square is centrally located making it easy to travel through and close to many delicious restaurants and wonderful attractions. Seattle is home to a thriving and engaged non-profit and philanthropic community, and is an optimal place to live and work.



HOW TO APPLY

Please apply online by submitting your cover letter and resume in a single PDF document via email to financedirectorsearch@nwirp.org. In your cover letter, please describe how your professional or lived experience will contribute to our Mission and Values through this role as well as your particular interest in NWIRP.

Questions may be directed to Guadalupe Ramirez, NWIRP's Human Resources Director. Contact her by email at guadalupe@nwirp.org, or by phone at (206) 957-8646.

All applications will be held confidential within the hiring team and given consideration as soon as they are received. We will prioritize applications submitted by April 30th, 2021. The position will be open until filled.