



Full-Time Position: Director of Finance & Operations

Organization: Experience Mission, Inc.

Job Type: Full-time, salaried position

Location: Kingston, WA

(with ability to commute from Greater Puget Sound area and work from home 1-2 days per week)

About Experience Mission

Experience Mission (EM) seeks to demonstrate God's love by empowering communities, developing leaders, and mobilizing volunteers. Our global network consists of leaders, churches, and organizations in underserved communities throughout the United States, Central America/Caribbean, Africa, and the Middle East. In collaboration with our wonderful partners, we fulfill our mission by sending volunteer teams on mission trips, providing cross-cultural internships and immersion experiences for young adults, and connecting students in our partner communities to educational opportunities. We strive to keep the innate dignity of all human beings at the forefront of our mission.

Position Overview

The Director of Finance and Operations will oversee and develop EM's financial and administrative systems. The individual in this role will work closely with the Executive Director and serve as a member of the Senior Leadership Team. The successful candidate will be a strategic thinker who is passionate about our mission and able to develop the necessary organizational infrastructure so that we can more effectively fulfill our mission and accomplish our vision for the future.

Primary Responsibilities

Financial

- Maintain all accounting systems, financial recordkeeping and reporting
- Present monthly financial reports to Leadership Team and Board of Directors
- Manage cash flow, accounts payable/receivable, field funding, and restricted donations
- Lead organizational budgeting process under supervision of the Executive Director
- Support Program Directors so they can effectively manage their program budgets
- Generate forecasts of revenue, cash and expenses
- Provide strategic financial advice to Executive Director and Leadership Team to ensure fiscally responsible decision making
- Manage personnel related finance tasks such as payroll, benefits, and reimbursements
- Collaborate with Technology Director to maintain and improve website financial systems
- Prepare annual 990 tax return organizer

Operations and Administration

- Lead organization in efforts to maintain and improve efficiency ensuring scalability and maximum benefit from revenue and employee time
- Oversee organization wide systems including physical/electronic file organization, document sharing, data backup, and telecommunications
- Collaborate with Program Directors to continuously improve program-specific systems
- Develop and distribute organizational policies and procedures
- Manage organizational insurance policies, vehicle records, and inventory
- Play a key role in risk management procedures
- Train staff to ensure correct use of organizational systems
- Manage Washington office and supervise Washington support staff
- Provide support and administrative guidance to Indiana office leadership

(cont.)

Desired Qualifications and Skills

- Bachelor's Degree (Business, Finance or related degree preferred)
- 5+ years experience in finance, operations or accounting role
- Outstanding leadership skills focused on encouraging and empowering co-workers/employees
- Excellence in collaboration and working in a team environment
- Strong verbal and written communication skills
- Superb judgement and problem-solving skills
- Ability to adapt to change and learn new systems quickly
- Proactive, self-starting attitude with ability to work well independently
- High level of proficiency in accounting software, Google Suite, and Excel
- Passion for the mission and vision of Experience Mission
- Ability to periodically travel to EM partner communities to relationally connect with partners and provide financial/administrative advice to Community Directors

Compensation and Benefits

This is a full-time position with health benefits and retirement plan matching. This position offers a competitive salary range depending upon qualifications and experience.

How to Apply

To apply, please submit a cover letter and resume to hire@experiencemission.org. Include your full name and "Director of Finance and Operations" in the subject line.

Visit experiencemission.org/hiring to view all updated job postings.