Director of Finance & Administration

RESPOND, Inc. | Somerville, Massachusetts

Salary: $120,000–$150,000 annually
Position: Full-time, exempt
Schedule: On-site Monday–Friday for the first three months; hybrid thereafter, with two days per week in the office
Reports to: Chief Executive Officer

Help Lead RESPOND's Next Chapter

For more than 50 years, RESPOND has worked to end domestic violence and help survivors build safer, more stable lives. Through emergency shelter, housing assistance, counseling, advocacy, prevention, and community partnerships, we support thousands of individuals and families throughout Eastern Massachusetts each year.

Today, RESPOND is a growing nonprofit with an annual budget of approximately $5 million, diverse government and private funding, and expanding services. As our organization evolves, we are seeking an experienced **Director of Finance & Administration** to join our senior leadership team and help guide our continued growth and financial sustainability.

Reporting to the CEO and working closely with the Board Finance Committee, the Director provides strategic financial leadership and hands-on oversight of financial and administrative operations, including Human Resources, Information Technology, and facilities. We are looking for someone who combines strong nonprofit financial expertise with sound judgment, initiative, and the ability to lead people, strengthen systems, and maintain accountability.

The Role

The Director ensures RESPOND's financial operations are accurate, timely, and reliable while providing the insight and guidance needed to support organizational decisions.

Key responsibilities include:

- **Financial Leadership:** Lead budgeting, forecasting, cash-flow planning, financial analysis, and reporting. Provide clear financial guidance to the CEO and Board to support planning and decision-making.
- **Financial Operations & Accountability:** Oversee accounting, financial statements, reconciliations, internal controls, audits, and compliance, maintaining accountability for the accuracy and timeliness of work performed by staff and external providers.
- **Grants & Contracts:** Oversee the financial aspects of government and private funding, collaborating with the Contracts & Data function on billing, cost allocation, reporting, and reimbursement-based funding.

- **People & Organizational Leadership:** Supervise and develop staff, establish expectations, delegate effectively, and hold teams and external partners accountable.
- **Administrative Oversight:** Provide leadership for HR, payroll administration, IT, facilities, and related organizational operations.
- **Continuous Improvement:** Anticipate challenges, manage risk, solve problems, and strengthen systems and processes to support organizational growth.

Qualifications

We are seeking candidates who bring:

- A bachelor's degree in Accounting, Finance, Business Administration, or a related field, or an equivalent combination of education and significant relevant experience.
- At least eight years of progressively responsible financial management and accounting experience, including substantial nonprofit finance experience and demonstrated leadership responsibilities.
- Strong knowledge of nonprofit accounting, GAAP, budgeting, forecasting, financial reporting, cash management, internal controls, audits, and restricted funding.
- Demonstrated ability to lead financial operations, supervise staff and professional service providers, exercise independent judgment, and maintain accountability for results.
- Strong analytical, communication, organizational, and project management skills, including the ability to explain financial information to nonfinancial audiences.
- Advanced spreadsheet proficiency and experience using accounting and financial management systems to oversee operations and produce accurate, timely reports.

Additional Experience That Would Set You Apart

We are especially interested in candidates with experience in government contracts, reimbursement-based funding, grant accounting, and the financial complexities of a growing nonprofit. Experience overseeing HR, IT, or facilities operations would also be an asset. An advanced degree and familiarity with QuickBooks Online, BILL, or comparable financial platforms are preferred.

Compensation & Benefits

RESPOND offers a competitive compensation and benefits package, including:

- Annual salary of $120,000–$150,000, commensurate with experience and qualifications.
- Three weeks of vacation, two personal days, 12 sick days, and 16 paid holidays.
- 401(k) employer match of up to 3%.
- Health and dental insurance with 80% of premiums paid by RESPOND.
- Opportunity to participate in the MBTA Transit Perq Program.
- Employer-provided $25,000 life insurance policy.
- Pre-tax flexible spending and transportation accounts.
- Optional vision, life, and illness insurance policies available at employee cost.

- Hybrid work arrangement following the initial three-month on-site period, with two in-office days per week.

Interested in Joining RESPOND?

If you're an experienced nonprofit financial leader who enjoys strengthening organizations, supporting teams, and contributing to a meaningful mission, we'd love to hear from you.

Please send a resume and cover letter explaining your interest in the Director of Finance & Administration position to Desiree Headley at hr {@} respondinc.org. Include “Director of Finance & Administration” in the subject line.

RESPOND, Inc. is committed to building a culturally diverse staff that represents the populations we serve. RESPOND celebrates diverse life experiences and is proud to be an Equal Opportunity/Affirmative Action Employer (EEO/AA). Candidates who are bilingual/bicultural, of color, Native/Indigenous, with disabilities, who identify as LGBTQIA+, or who are members of other marginalized groups are strongly encouraged to apply.