

MIRA Vacancy: Senior Director, Finance and Administration

MIRA Coalition is seeking an experienced and highly skilled professional to join our organization as the Senior Director, Finance and Administration. This role is responsible for overseeing and optimizing the operational, technological, financial, and administrative functions of a small non-profit organization. As a key member of our leadership team, the Senior Director, Finance and Administration will play a critical role in leading on organizational finances, and ensuring the efficient and effective operation of our organization.

Responsibilities:

- **Financial Management:**
 - Direct financial planning, budgeting, and forecasting processes, ensuring fiscal responsibility and accountability.
 - Oversee financial operations, including financial reporting, audits, and compliance with regulatory requirements for \$4M budget organization.
 - Collaborate with the Finance department to develop and monitor financial controls, policies, and procedures.
 - Provide financial analysis and insights to support strategic decision-making and resource allocation.
 - Liaise with the Board Treasurer and Finance Committee.
- **Operations Management:**
 - Develop and implement operational strategies, policies, and procedures to optimize organizational efficiency and effectiveness.
 - Oversee day-to-day operations, ensuring smooth functioning of all departments and timely delivery of services.
 - Identify areas for improvement and implement initiatives to enhance operational processes, systems, and workflows.
 - Collaborate with department heads to establish performance metrics, monitor progress, and address operational challenges.
- **Human Resources Management:**
 - Lead the Human Resources function, ensuring the development and implementation of HR strategies, policies, and procedures.
 - Oversee compensation and benefits programs, ensuring competitive and equitable practices that attract and retain top talent.
 - Direct talent acquisition efforts, including recruitment, selection, onboarding, and retention strategies.
 - Manage payroll processes and ensure accuracy and compliance with applicable laws and regulations.

- Provide guidance on employee relations, performance management, professional development, and succession planning.
- Racial Equity Leadership:
 - Act as lead coordinator for MIRA's racial equity process, ensuring the organization continues to move forward in the process and staff are engaged in the work to center racial equity at MIRA
 - Draft and execute a timeline for MIRA's racial equity process, ensuring accountability to the continuation of the work.
- Leadership
 - Participate in MIRA's leadership team, contributing to organizational discussions of strategy, culture, board relations, planning and operations.
 - Communicate, coordinate, and strategize within and across teams to align team priorities with overall organizational goals and mission.
 - Supervise and guide Operations Team staff in implementing their work plans and provide staff performance evaluations and professional development support. Direct reports include People and Culture Specialist and Accounting and Payroll Specialist.
 - Manage financial responsibilities in a timely manner, including program budget review and development.
 - Support the Development team fundraising efforts, collaborate on grant proposals and reports and maintain relationships with funders.
 - Collect and report data on agreed project outcomes.
 - Manage contracts with vendors, as needed.
 - Contribute to a healthy and sustainable, anti-racist organizational work culture.

Qualifications:

- Bachelor's degree in Business Administration, Finance, or a related field. MBA or advanced degree preferred.
- Proven track record of success in senior leadership roles, with at least 10 years of experience in finance, operations or administration.
- In-depth knowledge of financial management principles and practices.
- Strong strategic thinking and problem-solving skills, with the ability to drive change and manage complex projects.
- Commitment to MIRA's mission and values
- Experience managing human resources and people processes..
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels.
- Strong leadership abilities, including the ability to inspire and motivate teams.
- Demonstrated experience in driving operational efficiency and process improvement.
- Knowledge of relevant regulatory and compliance requirements.

We are an equal-opportunity employer and welcome applications from all qualified individuals. If you require any accommodations during the application process, please let us know and we will make appropriate arrangements to ensure accessibility. We are committed to creating a diverse and inclusive workplace and believe that diversity strengthens our team's ability to innovate, problem-solve and achieve success. We look forward to hearing from you.

This position can be based anywhere in Massachusetts but will require regular presence in Boston. This is a full-time position requiring occasional weekend and evening hours. Persons of color and from immigrant backgrounds are strongly encouraged to apply. The MIRA Coalition is an equal-opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

Salary

The salary range for the position is \$90,000 - \$110,000, depending on experience.

Background

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and [New Hampshire](#), we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than [140 organizational members](#), including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

