



Position Title: Director of Operations & Finance

Position Purpose:

LeadMN is currently seeking an experienced and highly motivated Operations and Finance Director to help support and build a robust internal operating structure for LeadMN. This individual will work with and report to the Associate Executive Director to create, execute, and improve standard operating procedures across the organization.

This is a full-time position with limited direct reports. A great candidate must love working with students, thinking outside the box, has or is interested in developing a department that will have a great lasting impact on the effectiveness of an organization and thrive in a mentorship role.

Who we are: LeadMN connects college students for the change. We represent the roughly 100,000 wo-year college students in Minnesota to help them transform their lives and their communities. Our students LeadMN by developing leadership skills to realize their potential, see beyond what they thought was possible for personal success, and to drive community-wide change. For the last 20 years we have elevated the voices of students on their campuses, on the Board of Trustees and at the capitol to drive reforms in higher education in making college affordable, addressing the opportunity gaps, and ensuring that students basic needs are being met.

Primary Responsibilities

20% Operations:

- Create and improve organizational systems to support staff
- Ensure that LeadMN is in compliance with our bylaws, relevant IRS, federal, state, and local laws including - completing regular required filings, auditing policies. Train staff on relevant regulations and support staff leadership in understanding compliance specific to 501c (3) organizations.
- Manage and work in close partnership with our Director of Programs and Events, who manages our conferences, programming, and events to invoice campuses
- Train staff on internal policies and other trainings that would support staff's professional development
- Serve as a member of the leadership team and give input on organizational strategy, policy, and process in alignment with our strategic plan
- Maintain and acquire office supplies
- Other duties as assigned.

30% Human Resources and Personnel:

The Human Resources aspect of this position will focus on human resources administration (i.e., payroll, benefits, researching salary standards and onboarding) and nonprofit operations (i.e., insurance, legal compliance & risk management).

- Manage salaries, including periodically updating salary ranges, conducting salary comparisons, and working with managers to implement salary changes.
- Work with the Associate Executive Director to discuss appropriate hiring policies and procedures
- Manage human resources paperwork and training for new hires (cabinet, staff, fellows, student leaders & interns)

- Maintain awareness and knowledge of labor law and assure organizational compliance, including providing guidance to managers and supervisors and managing organizational risks.
- Update personnel policies relevant to your areas of responsibility on an annual basis.
- Continually improve HR practices, including aligning processes with our equity values.
- Research and make recommendations on complex HR administrative questions that inevitably will arise
- Complete all worker's compensation and OSHA reports and coach supervisors regarding workplace accommodations and
- Support on other human resource matters as needed.

50% Financial Management

Ensure LeadMN's budget accuracy and develop tools and strategies to report out to staff, Governing Council, Steering Committee and Cabinet members. Oversee all financial processes including managing the budget, and monthly reimbursements.

- Research and implement an internal process to manage the financial processes of the organization
- Lead the organization's financial processes including audit(s) and 990 filings, grant, budget creation and reporting, and the creation of the annual budget prioritizing accuracy, compliance, and transparency to staff and general student body.
- Lead the daily human resources work - policies, systems, hiring processes, and trainings to create an inclusive environment with clear expectations that allow staff, Cabinet, Governing Council, Platform Committee members to be happy and productive. Drive ongoing policy development and implementation of best practices.
- Manage the annual audit financials process, working with LeadMN's auditor and an external firm to acquire the necessary documents
- Assist in coordination of the organization's vehicle maintenance & repair
- Assist with other system and facility improvements,
- Assist with other general tracking, data entry, printing, and filing,
- Track budget on an ongoing basis and update it with incurred expenses/income/grants, including flagging line items of concern to the Associate Executive Director and Executive Director
- Collaborate with the Director of Programs and Events to manage vendors pricing

Qualifications:

- Undergraduate degree with major in business, finance management, or related field
- 4+ years of experience in similar role, ideally at a nonprofit organization
- Detail orientated.
- Adaptable and can solve problems and follow through with minimum direct supervision.
- The ability to remain calm under pressure.
- Advanced knowledge of Microsoft Office and computer proficiency is required.
- The ability to remain calm under pressure.
- Advanced knowledge of Microsoft suite, Google Suite, QuickBooks and overall computer proficiency is required.
- Be an effective negotiator to maximize the budget to ensure that we are creating a world-class event for the students.
- Must believe in the mission and values of LeadMN.

Education: Undergraduate degree with major in business, finance, management, or related field.

An average work week will consist of 40 hours, Monday – Friday, 8:00 a.m. – 4:30 p.m. Occasional weekend and evening work will be required, including offsite meetings outside of the metro area.

Salary range: \$65,000 - \$70,000 annual salary base on experience

Benefits offered: Medical, HSA plan, dental, life insurance, long term disability, paid holidays, personal leave, paid time off, compensatory time, and retirement plan with employer match.

To Apply: for this position, please send a cover letter, resume, and three professional references to Info@leadmn.org

and cc the Associate Executive Director, Fatu Magassouba Fmagassouba@leadmn.org. Applications will be accepted until the position is filled.

To learn more about LeadMN, please visit our website at www.leadmn.org.

NOTE: This role will be granted the opportunity to work from home 2 days a week but must be able to commute to The LeadMN Office on a flexible weekly schedule based upon business needs. The schedule is based on agreed-upon guidelines. LeadMN reserves the right to change remote work status with notice to employee.

