



## **YOUTH LAW CENTER SEEKS DIRECTOR OF FINANCE AND ADMINISTRATION**

The Youth Law Center, a national public interest legal advocacy organization based in San Francisco, seeks a talented and successful Director of Finance and Administration to oversee and guide our finance, business planning, accounting, human resources, IT and administrative functions. The Director of Finance and Administration is a new position, and will be a strategic thought-partner who will work with the leadership team. This is a tremendous opportunity for a finance and administration leader to develop a role that will strengthen the internal capacity of a nationally respected, high impact organization with a budget of just over \$2 million.

Since 1978, the Youth Law Center has used our legal and advocacy talents to transform systems to ensure children and youth involved with child welfare and juvenile justice are protected from abuse and neglect and receive the nurturing, supports, and services to lead healthy and productive lives.

### **You must be:**

- Passionately committed to improving the lives of children
- Seeking meaning and purpose in your career
- A positive, enthusiastic leader who enjoys exceeding expectations
- A team player with excellent communication skills
- Eager to develop new skills and systems as a partner in shaping and implementing this new position
- Strategic and results driven
- Highly organized and attentive to details but also a big picture thinker
- Analytical and a problem solver

The Director of Finance and Administration is responsible: for financial management, reporting and budgeting, ensuring compliance with relevant State and Federal statutes and rules, grants management, HR processes, and overseeing administration as well as other areas relevant to the effective operation of the organization.

### **Specific Responsibilities:**

- Managing YLC's finances including ensuring all practices comply with state and local regulations; financial reports and analysis; financial reporting materials for donors; accounting; managing cash flow; managing investments; leading audit process; ensuring bills and invoices are paid.
- Working with the Executive Director to develop and implement a short and long-term financial strategy that supports the organization including: annual budgeting and planning; administering and reviewing financial plans and budgets; reporting on financial matters to the leadership team and Board of Directors.
- Implementing a robust contracts and grants management and financial management/reporting system; ensuring that contract billing, financial data and cash flow are steady and support operational requirements.

- Updating and implementing all necessary business policies and accounting practices.
- Working closely with external partners including vendors and consultants.
- Overseeing YLC's human resources and administration.
- Overseeing administrative functions and facilities to ensure efficient and consistent operations.
- Leading new infrastructure projects as needed and designing and implementing new technologies and processes in support of staff.

**Qualifications**

- Familiarity with non-profit finances
- Experience with accounting software
- Bachelor's or Master's degree in accounting, finance, business, non-profit management or a related field and/or a minimum of 7 years of directly related experience managing financial outcomes in a business environment.

We strongly encourage people of color, and individuals who themselves were in the child welfare or juvenile justice system when they were young, to apply.

Salary: Commensurate with experience and excellent benefits

Applicants are encouraged to apply immediately. Review of applications will begin immediately and continue until the position is filled.

To apply, submit a cover letter, explaining your interest in this position and summarizing your relevant experience, resume, writing sample, and the names of three references to:

Robin Bishop  
[rbishop@ylc.org](mailto:rbishop@ylc.org)

or mail to:  
Robin Bishop  
Youth Law Center  
200 Pine Street, Suite 300  
San Francisco, CA 94104  
(415) 543-3379, ext. 3913