



Title: Development/Finance Director
FTE: Fulltime
Report to: Executive Director
Location: The Fresno Center, Fresno Ca

Duties and Responsibilities:

Working closely with the Executive Team and under the supervision of the Executive Director, the Development/Finance Director is responsible for providing overall Accounting and Finance direction, program guidance, supervising staff, writing foundation grant proposals and reports, communicating with members, and providing substantial financial management. The Development/Finance Director is directed by the Executive Director to execute and implement Board policies and ensure the smooth operation of the organization's key day to day functions.

Job duties include but are not limited to the following:

- Assist the executive director with strategic planning and coordination of the organization's programs, projects, and policy positions.
- Work in partnership with Program Directors to develop and secure funding for all programs.
- Manage staff meeting, organization's financials, organizational calendar and staff check-ins.
- Generate and analyze monthly financial reports including Income Statement, Balance Sheet, General Ledger, and Budget vs. Actual reports.
- Collect and review evidence with staff of their accomplishments meeting goals.
- Maintain employee and project files, including documentation and authorization for expenses, project progress, contracts and grant agreements.
- Communicate organization goals and operational plans to all levels of the organization and to funders.
- Assist with external development and relations.
- Assist with communications, press events, and managing social media.
- Work to secure financial support for the organization, write grants, and organize fundraisers.
- Prepare all program goals and objectives and evaluate progress and effectiveness of all staff and provide support to all its members to achieve all project deliverables within required timeframe and prepare all work plans and grant deliverables as per requirement.
- Represent The Fresno Center with city, county, state and other governments/agencies, as well as with other non-profit community organizations as needed.

Perform related duties as required within the organization

Qualifications and Skills:

- A minimum of 3 years' experience in nonprofit leadership and management.
- Bachelor's degree in Social Welfare, Business, Psychology, Sociology, Social Sciences or related field; Master's degree preferred.
- Excellent written and spoken communication skills.



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- Strong knowledge of immigration, health services, and social services.
 - Fundraising experience through donor engagement and board development.
 - Strong interpersonal skills are essential-culturally respectful and able to work with individuals varying in ethnicity, culture, income, and educational levels.
 - Demonstrated ability to plan and operate strategically, work effectively with leadership, and build internal and external support amongst diverse staff, stakeholders, funders, and partners.
 - Flexibility in responding to the changing needs of a dynamic organization.
 - Able to work independently and multi-task
 - Computer skills-including but not limited to: Microsoft Word, Excel, Publisher, Power Point and email

Other Qualifications:

- Personal characteristics: positive attitude, personable, logical, analytical, self-initiative independent.
- Must have car and valid California Driver's License
- Subject to background check

CLOSING DATE: September 24th, 2018 @ 5:00 P.M. - *Position is contingent upon continued funding.*

To apply, please submit a cover letter, resume and three references via email pyang@fresnocenter.org, Development/Finance Director in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.