



Portland Housing Center

Founded in 1991, at Portland Housing Center, we believe everyone deserves access to homeownership. We make it possible through quality home buyer education, one-on-one guidance, financial education, mortgage services, and a variety of other resources to make homeownership a reality for first time home buyers. For more information, please visit portlandhousingcenter.org.

Position

The Finance Director is a strategic member within a five-member interdependent management team, and reports to the executive director. The successful candidate will be a hands-on and participative manager and will lead an internal team and be responsible for the following areas: finance, business planning and budgeting, human resources, loan servicing, administration, and IT. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization Nonprofit continuing to enhance its quality programming.

The financial operation of the Portland Housing Center is multi-faceted. The organization is a non-profit organization with an annual operating budget of \$2 million. There are 20 employees. PHC is a certified Community Development Financial Institution (CDFI) with \$10 million in loan capital used for second mortgage down payment loans. It is a licensed mortgage broker and services over 300 second mortgage loans. It also administers IDA savings accounts. Sources of revenue include loan revenues from fees and interest earned, federal, state and local grants and contracts, corporate donations and program fees.

Responsibilities

Financial Management

- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting including CDFI and NMLS reporting and compliance.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Monitor loan capital and analyze scenarios for raising capital to meet needs. Assist with strategies to raise capital through debt, equity and loan sales.
- Oversee loan collection and servicing operation working with the loan servicer and attorney as needed; recommend loan write-offs and other collection activities to the finance committee and executive director.
- Manage cash flow and forecasting; oversee investment planning and cash management.

- Oversee payroll, related time-allocation process, and initiatives to analyze employment costs of services and identify options to increase mission-oriented returns on investment.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the finance committee.

Human Resources, Technology and Administration

- Further develop Portland Housing Center's human resources and administration, enhancing professional development, compensation and benefits, and performance evaluation.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Bachelor's degree required ideally with a MBA/CPA or related degree
- Strong proficiency in using and developing Excel spreadsheets
- At least seven years of overall professional experience; ideally six-plus years of broad financial and operations management experience and working with a management team.
- Strategic and technical expertise in nonprofit financial accounting, financial analysis involving debt and equity planning for various growth scenarios
- Excellent team leadership, communications, flexibility and organizational skills
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Collaborative, resourceful and able to instill a culture of initiative and problem solving
- Knowledge of applicable laws and regulations
- Technology savvy with experience managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of XYZ Nonprofit

Working Conditions

Portland Housing Center is an Equal Opportunity Employer; employment decisions are made without regard to race, color, creed, sex, national origin, religion, age, handicap, disability, sexual orientation, family relationship, marital status, political affiliation or any other reason prohibited by law.

The position is full time. Portland Housing Center provides a normal office environment. This job requires travel to training locations, and attendance at occasional evening and weekend meetings.

Updated: November 2017 - Exempt Position