

DIRECTOR OF FINANCE AND OPERATIONS – POSITION PROFILE FAIRMOUNT VENTURES

ORGANIZATIONAL PROFILE

Fairmount Ventures (Fairmount) aspires to help create the world we all want to live in – one where community, connection, and equal access to resources empower everyone to live healthy and resilient lives.

The Fairmount team of consulting experts brings deep insight and deep understanding of the philanthropic, nonprofit, and public sector landscapes, both in our hometown region of Philadelphia and nationally. Our breadth of perspective and a combined focus on planning and revenue means we can truly strengthen, accelerate, and transform our clients’ impact in their communities.

For more than thirty years, clients have chosen Fairmount because of our expertise in organizational strategy, leadership, and fundraising; our commitment to being responsive and flexible in our approach; and the connected and collaborative relationships we build with clients.

We are as invested in our clients’ results as they are, with proven ROI and over \$1.5 Billion in funds raised for community impact.

POSITION SUMMARY

As a small professional services firm committed to profitability and growth, Fairmount Ventures is seeking a full-time Director of Finance and Operations who thrives in a nimble and fast-paced environment to support firm leadership to achieve their goals.

The Director of Finance and Operations contributes to the success of Fairmount Ventures by overseeing our financial operations, human resources, information technology, overall office management, and special projects. They also support leadership in data analysis for sales forecasts and revenue optimization and manage relationships with all outsourced vendors and non-client services contracts. Reporting to the President, they make recommendations on ways to increase profitability, improve operational efficiencies, and support talent acquisition and retention.



**FAIRMOUNT
VENTURES**

www.fairmountinc.com

Fairmount Ventures is a women-owned consulting business that catalyzes social impact by building the capacity of the nonprofit, education, and public sectors, towards a more equitable and just society.

Fairmount's Values

- Teamwork
- Thought Partnership
- Excellence & Effort
- Balance
- Integrity

KEY RESPONSIBILITIES

- **Finance**

- o Collaborate with outsourced bookkeeper and accountant to manage all operations.
- o Oversee client contracting and invoicing processes.
- o Manage AR and AP to maximize cash flow position and profit.
- o Support leadership in the development of the annual organizational budget.
- o Monitor the annual budget to align with business goals.
- o Prepare regular dashboards and reports on financial performance and KPIs for the President and leadership team.
- o Support leadership in conducting data analysis for sales forecasts, revenue reporting and profitability, using relevant tools and Salesforce.

- **Human Resources**

- o Work closely with outsourced vendors to oversee human resource operations and benefits and ensure compliance.
- o Process, record, and reconcile monthly payroll.
- o Serve as the first point of contact for team members with benefit or policy issues.
- o Support the leadership team in hiring processes, including the development and posting of job descriptions, coordination of interviews, preliminary screening, and onboarding of new employees.
- o Ensure managers are equipped with the tools they need for effective supervision and development of talent.

- **Technology**

- o Collaborate with outsourced IT vendor to ensure all technology needs are met and problems are efficiently resolved.
- o Support implementation and optimization of company software and platforms.

- **Office Management and Special Projects**

- o Liaise with building management to troubleshoot facility issues and coordinate occasional larger in-office meetings.
- o Manage office supplies and resources; support team activities/celebrations.
- o Advance special projects at the President's directive, including but not limited to marketing and business development support, research, and data analysis.

POSITION REQUIREMENTS

Education and Experience Requirements

- Bachelor's degree in finance, Business Administration, or related field.
- Proven experience (5+ years) in operations, finance management and human resources, preferably within a consulting or other professional services environment.
- Strong understanding of financial principles and budgeting processes.
- Proficiency in Salesforce, ADP, MS Office, data analysis, and timekeeping tools preferred.
- Excellent organizational skills and attention to detail.

Knowledge, Skills, and Abilities

- Highly analytical, proven problem-solving skills; adept with data and emerging technologies.
- Strong attention to detail to ensure accuracy and timeliness in all deliverables.
- Ability to work both independently and collaboratively to provide information and insight to facilitate leadership decision-making.
- Ability to capably manage multiple projects and juggle competing priorities in a fast-paced small business environment.
- Strong written and oral communication skills to work effectively with staff, external partners, and clients.

Work Environment

- General office environment
- Hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. Hybrid work schedule requires at least 2 in office days, one of which should be Thursday.
- Job responsibilities may require additional in-office days and work schedule flexibility.

Physical Demands

- Must be able to remain in a stationary position 50% of the time.
- Needs to occasionally move about inside the office to access file cabinets, and office machinery.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer.

LOCATION

Fairmount Ventures is located at 30 South 15th Street, Suite 500, Philadelphia, PA, 19102. The team works with a hybrid schedule with a minimum of two days in the office per week.

COMPENSATION

The Director of Finance and Operations salary range is \$85,000 - \$100,000, depending on experience. In addition, Fairmount offers a competitive, comprehensive benefits package.

INTERVIEW PROCESS

The anticipated interview process includes:

- Telephone screen
- Zoom interview with Fairmount representatives
- In-person interview

If you see yourself reflected in this job description but don't feel you meet every criterion, we encourage you to apply anyway. We take a holistic and equitable approach to our hiring practices and seek to hire those who best align with our mission and goals.

Fairmount Ventures is an equal opportunity employer and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fairmount complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairmount will make every effort to accommodate an individual when made aware of necessary accommodation to fulfill job duties. If necessary, the organization will decide on reasonable accommodation on a case-by-case basis in accordance with ADA law.

TO APPLY

To apply, please submit your cover letter and résumé to <https://tinyurl.com/FVI-Director>. Easy Apply applications through LinkedIn will not be considered. All inquiries and discussions are strictly confidential. To make recommendations or ask specific questions, e-mail Ann O'Brien at aobrien@fairmountinc.com. No phone calls, please. Fairmount representatives will not hold one-on-one conversations with interested applicants but will reply to questions. Early applications are encouraged, as candidates will be considered on a rolling basis, and the position may be filled at any time.