



FELICITY HOUSE
SENIOR DIRECTOR, FINANCE & OPERATIONS

www.felicityhouse.org

The Organization:

Felicity House is a nonprofit organization providing social community for women-identified adults with autism in a non-clinical setting. Founded in 2013 by a woman with autism, Felicity House is a pioneer, providing a dedicated space where community members can find social connections in a welcoming and supportive environment.

Responsive to the needs of adult women on the autism spectrum, Felicity House provides each community member with programs tailored to their individual needs and interests. The menu of three parallel programs offers a wide variety of social and recreational experiences including socials (for example book clubs), small group meetups, physical activities like yoga and hip hop, and community events such as lectures and performances. Program content is participant-nominated. Staff encourage ideas and feedback from the community members they serve and allow their personal stories and experience to shape the programs.

The organization is governed by a Board of Directors and has a leadership team that includes a President, two Co-Executive Directors and a total team of 15 staff members.





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The Role

- Location:** New York, NY
- Reports to:** Co-Executive Director
- Team:** Finance team (2 staff)
IT staff (1 staff)
Outsourced HR and security staff

Position Summary:

In this newly established position, Felicity House is seeking a Senior Director of Finance and Operations to join the organization's leadership team.

Felicity House recently moved to a new location in the Flatiron District which increased its space by 300% to 24,000 square feet, this will enable Felicity House to expand its programs and operations to support the local community in New York City.

With an annual operating budget of over \$8M, the Senior Director of Finance and Operations will oversee the fiscal and administrative integrity of the organization.

They will oversee the organization's information systems technology, human resources, facilities maintenance and security, ensuring the highest quality standards. They will supervise the current finance team (2 staff), IT staff (1 staff) and outsourced HR and security staff. They will also recruit new talent as needed to address the organization's growing needs.

The Senior Director will ensure operations are aligned with program offerings (e.g., use of space, IT support) and actively manage resource allocation. They will also take a lead role in planning for Felicity House's future growth.

This position will report to one of Felicity House's Co-Executive Directors. They will additionally routinely report to the Treasurer and Secretary of the Board of Directors, present financials to the Board, and will serve as the staff lead to the Finance Committee.

Key Responsibilities:

Finance

- Provide supervision and leadership to Felicity House's finance team including the Director of Finance and Administration and Special Assistant, Finance.
- Build Felicity House's annual budget, in collaboration with President and Co-Executive Directors. Manage the budget and monthly variance reporting processes. Optimize use of NetSuite to drive efficiencies in reporting.
- Prepare and present financial reporting to the Board of Directors. Acts as key liaison with the Board Treasurer and Finance Committee to refine and present final budget.



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- Develop financial models to inform strategic planning (e.g., five-year plan) and decision-making.
- Lead the annual audit process, working with external auditors and the Finance Committee.
- Report on investments (e.g., endowment) which are managed externally. Manage investment firm and bank relationships.
- Ensure reporting requirements for private foundations are compliant with US GAAP.

Operations Planning

- Build and implement plans and processes to efficiently manage office operations in coordination with program schedules and events.
- Provide strategic leadership to changes in operating models (e.g., growth plans, additional services, resource allocation, space usage, etc.)
- Develop and monitor operating plans with appropriate budget considerations.
- Oversee management of all contracts, leases and service agreements.
- Oversee risk management across all finance and operational areas.

Human Resources

- Develop, implement and/or update human resource programs, policies and procedures including compensation, benefits, performance management, recruiting and staff development.
- Oversee payroll and benefits in coordination with outsourced HR consultants and in line with Felicity House policies.
- Ensure compliance with applicable human resource federal and state requirements, and maintenance of necessary insurance policies.
- Support the advancement of Felicity House's Diversity, Equity and Inclusion initiatives.

Information Technology

- Supervise the IT Manager and ensure all IT tasks and support for Felicity House's program are well met. Oversee all IT administration (inclusive of NetSuite and Salesforce.)
- Oversee all IT related projects in coordination with organization plans and in line with IT budget.
- Ensure utmost data security across all systems and platforms in the IT network. Implement contingency plans (e.g., disaster recovery plan) to mitigate risks.

Facilities and Security

- Oversee all aspects of property maintenance (code, safety, environment, etc.)
- Manage any changes to space allocation needs and/or renovations.
- Routinely meet with the building's Head of Facilities and Security personnel to ensure all building operations and spaces are well kept and security protocols are up to date



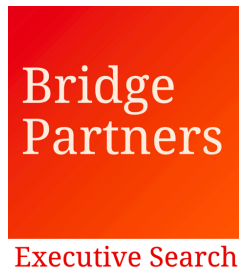
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The Leader:

Strong candidates for this role will possess a majority of the following professional and personal attributes and competencies:

- Commitment to the ideals, philosophies, and goals of Felicity House.
- 10+ years of management experience in finance, ideally with 5+ years of increasing responsibility in operational disciplines.
- Professional experience in the nonprofit sector is ideal; a financial leadership career in the private sector is also welcomed.
- Knowledge of nonprofit accounting principles, regulations, and compliance preferred.
- Excellent knowledge and understanding of fund accounting and internal control requirements.
- Excellent track record of hands-on leadership and management, building and developing a diverse team.
- Proven ability to develop, analyze, interpret and communicate financial statements, budgets and forecasts to diverse audiences including the Board of Directors. Effectively analyzes data to inform decision-making.
- Prior experience in overseeing and managing external HR and legal resources.
- Solid understanding of information technology solutions systems, operating systems, and networking.
- Strong strategic acumen, with proven ability developing operating plans and modeling long-term strategic plans.
- Uses sound judgment and discretion in addressing confidential matters.
- Excellent project management skills as demonstrated by successful implementation of plans.
- Excellent written and oral communication skills. Strong presentation skills with experience in presenting to the Board of Directors and Finance Committee.
- Experience with NetSuite and Salesforce a plus.
- MBA and/or CPA strongly preferred.
- Eligibility to work in US.



Compensation & Benefits:

Felicity House offers a robust benefits package and competitive salary commensurate with experience.

- Salary range is \$180,000-\$200,000 per annum

A benefits package that includes:

- 100% employer-paid medical, dental and vision insurance for all eligible employees and their spouses, domestic partners and eligible dependents.
- Paid vacation days and closed Christmas Eve through New Year's Day.
- 401(k) retirement plan (with employer match).
- 100% employer-paid life insurance, supplemental short-term disability and long-term disability.
- Parental leave with full salary continuation.
- Student loan repayment assistance and educational support benefits.

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Felicity House Diversity Commitment

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences. Felicity House is committed to cultivating an organizational culture where everyone is able to bring their full, authentic selves to work.

The foundation believes a diverse, inclusive and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, neurodiversity, veteran status, education or disability, are valued and respected.

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To learn more about this opportunity, please contact:

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*Candidates will be considered on a rolling basis,
so we urge your prompt consideration of this impactful leadership role.*