

Job Posting – Manager, Finance and Business Operations - USA

Closing Date: January 22, 2016

Organization: Right To Play USA

Work location: New York, USA

BACKGROUND:

Right To Play is a global organization, using the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps over one million children learn through play to create better futures, while driving lasting social change in more than 20 countries each week. Founded in 2000 by social entrepreneur and four-time Olympic gold medalist Johann Olav Koss, Right To Play is headquartered in Toronto, Canada and has national fundraising offices in Canada, Germany, the Netherlands, Norway, Switzerland, the United Kingdom, and the United States. Regional offices are in Africa, Asia, and the Middle East. Our programs are facilitated by more than 600 international staff and 14,400 local volunteer Coaches.

JOB SUMMARY:

Reporting directly to the National Director of the US National Office (USNO), the Finance & Operations Manager is responsible for the management of all finance and business operations for the U.S. National Office (USNO). Included in these responsibilities is accurate tracking of all revenues and expenditures, annual budgetary and strategic planning, database management and numerous other responsibilities to ensure the efficient functionality of the office. The Finance and Operations Manager will be a part of the Senior Management team at Right To Play's U.S. National Office and will play an important role in the leadership of the office policies and procedures. The Manager will closely collaborate with all US staff within the various functions of the office and will maintain a close relationship with key contacts at Right To Play HQ, including the Chief Financial Officer. The Manager will be the direct supervisor to the U.S. Development and Administration Associate.

PRIMARY RESPONSIBILITIES:

- Manage revenue workflows and ensure proper tracking and reconciliation of grants and donations into accounting software and database, working closely with the HQ Finance team to ensure that all entries have been properly reconciled on a monthly and annual basis
- Oversee payment and accounting of all expenditures flowing through office, and track against budgeted figures on a continual basis
- Work alongside senior management to lead annual fiscal planning and oversee financial strategies implemented in the U.S. National Office
- Ensure that the Charity's database (CRM) is kept fully up-to-date across all functions
- Develop and maintain reports and purpose specific database searches as required
- Lead CRM training sessions to develop knowledge and experience as the primary user
- Support staff to integrate the CRM system into working practices, particularly the recording of donor communications and notes

- Manage all external vendors for the USNO
 - Work closely with RTP International's HR team to ensure the efficient management of U.S. staff policies and procedures (hiring, terminations, salaries and benefits)
 - Seek out efficiencies for USNO to allow maximum savings and working efficiencies for U.S. staff
 - Manage the annual USNO external audit
 - Create and maintain financial reports to be used for presentations to Senior Management, U.S. Board of Directors, and other donors and institutions
 - Maintain transparent presentation of USNO finances on RTP website and third party rating agencies (Charity Navigator, Guidestar, etc)
 - Provide direct supervision and guidance to the Development and Administration associate on an ongoing basis
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EDUCATION:

Required (must have):

- Bachelor's degree from an accredited university; business related coursework preferred

Desired (an asset):

- Master's degree preferred

EXPERIENCE:

- 3-5 years of progressive financial and operational management and planning experience

COMPETENCIES/ATTRIBUTES:

- Demonstrated ability to manage multiple projects and deadlines
- Commitment to Right To Play's mission, vision and strategic direction with the ability to serve as a strong, compelling ambassador for the organization
- Strong and confident communication skills and an ability to build good working relationships with colleagues
- Ability to organize and plan own work and work identifying conflicting demands
- Make decisions that improve day-to-day work procedures, practices and efficiency
- Reputation for energy, initiative, intellect, flexibility and talent as a team player

KNOWLEDGE AND TECHNICAL SKILLS:

Required (must have):

- Excellent numeracy skills with the ability to maintain accuracy and present financial and non-financial data in a clear and accurate format
- Strong IT skills with extensive experience of working with Microsoft Office
- Knowledge of using database systems such as Microsoft CRM or Raisers Edge
- Proven track record of financial management and budget analysis within a business or non-profit setting

- Thorough understanding of basic accounting concepts, including double entry book keeping and accruals accounting
 - Familiarity with the basic tenets of fundraising
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Compensation: We offer a competitive salary and benefits package

Employment Start Date: As soon as possible

Contract Duration: Indefinite Term

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: hr1@righttoplay.com and kindly include “Manager, Finance and Business Operations” and your name in the subject line. Please indicate your salary expectations in the cover letter.

PLEASE NOTE THAT APPLICATIONS MUST BE SUBMITTED AS ABOVE. APPLICATIONS THAT ARE SUBMITTED THROUGH THE “APPLY” BUTTON ON ONLINE JOB SITES WILL NOT BE ENTERTAINED.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play’s human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play’s culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is “LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER.” Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment. We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.