



DIRECTOR OF FINANCE AND OPERATIONS

Position Status: Full-Time

Reports To: Executive Director of the Technology Institute and Working For America Institute (WAI)

Location: Washington, D.C.

Salary Range: \$110,000-\$120,000

To Apply

The AFL-CIO Technology Institute has partnered with RCG Talent Solutions on our search for a Director of Finance and Operations. Please follow this [link \(https://bit.ly/3SG5Bv1\)](https://bit.ly/3SG5Bv1) to submit your application. RCG Talent Solutions will review all applicants and, upon qualification, contact you to determine the next steps. You must submit your application directly to RCG Talent Solutions to be considered.

About AFL-CIO Technology Institute

The AFL-CIO Technology Institute is a non-profit 501(c)(3) organization launched in 2021 to bring the voices of working people and unions into technology development and innovation policy. Creation of the Institute was a core recommendation of the 2019 AFL-CIO Commission on the Future of Work and Unions, a multi-sector collaborative of union leaders determined to build a powerful strategy to prepare our movement for the [future of work](#).

The Opportunity

The Technology Institute seeks a Director of Finance and Operations to assess, build, and continually improve the internal finance and operations infrastructure and supports that are vital during the current start-up phase and will set the organization up for long-term success. The Director will lead the finance, operations, human resources, IT, and administration functions of the Technology Institute and our partner organization, the AFL-CIO WAI. Some examples of the projects you'll advance concern federal grant proposals and award management; budget creation, forecasting, and management; reporting packages; vendor/consultant selection and management; employee staffing and time tracking.

This newly created leadership position will manage an administrative assistant, vendors, and consultants, and engage partners and allies of the organization in their work. The Director will closely partner with the Executive Director and other team members to ensure the most beneficial financial and operational strategies are pursued to help realize the Technology Institute's mission. This role presents a unique opportunity to collaboratively drive the creation and evolution of systems, processes, policies, and procedures with staff members while having access to the larger AFL-CIO team for support.

Responsibilities

Management Systems & Finance

Working with Executive Director and Deputy Director, implement internal management systems to:

- Develop and monitor organizational budgets.

- Develop and improve operational processes, systems, and internal controls to efficiently guide project management and ensure compliance with funders' rules and regulations, and the terms of contracts, grants, or other awards.
- Track, document, and report activities and progress in meeting deliverables for grants and contracts.
- Produce performance reports for Technology Institute and WAI leadership, Board members, and funders.
- Review invoices and financial reports including sub-grants, sub-contracts, consultant expense and travel expense reports in coordination with accounting staff, auditors and the AFL-CIO Secretary Treasurer's office.
- Review consultant, sub-grantee, and sub-contractor spending and progress on meeting deliverables.
- Programmatic and financial monitoring of all grants and contracts and compliance with grant and contractual obligations.
- Prepare spreadsheets, presentations and statistical and budget reports.

Proposal Development & Oversight

- Preparation of grant and contract proposals and budgets.
- Develop and manage tracking systems for proposals, including budgets and accounting.
- Develop and provide progress reports on grant budgets to senior management.

Staff/Vendor Management & Day-to-Day Operations

- Supervise administrative staff/vendors and day-to-day administrative operations of the WAI and the AFL-CIO Technology Institute.
- Develop and supervise human resources procedures, including staffing, onboarding, benefits coordination, and payroll.
- Review and optimize office policies and procedures and IT equipment.

Board of Trustees Support

- At the direction of the Executive Director, communicate effectively in a timely and accurate manner all information needed for the Board to make effective decisions.
- Support the Board of Trustees including organizing meetings, ensuring timely communications and response to Board direction.

Other duties as assigned.

Key Qualifications

- **Experienced Strategic Finance and Operations Leader**
 - A minimum of 7+ years' experience working in a financial operations or similar position.
 - Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
 - Experience with or a very strong understanding of federal grants and compliance.
 - Experience with office management and/or human resources.
 - Demonstrated ability to be self-motivated, proactive, a self-starter, and results-driven.
- **Strong Systems and Process Builder**
 - Advanced proficiency with Finance and HR software
 - Demonstrated ability to plan (high-level and in the details), problem solve, and think creatively and strategically
 - Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
 - Demonstrated ability to manage multiple competing priorities and workflow within a team.
 - Excellent organizational and time-management skills.
 - Proficiency with Google Suite, and Microsoft Suite
- **Collaborative and Empathetic Relationship Builder and Team Manager**
 - Strong verbal and written communication skills including proofreading and editing documents.

- Experience building relationships with and working with staff across multiple programs and projects simultaneously.
 - Demonstrated experience resolving conflict and navigating ambiguity while maintaining important and effective relationships.
 - Experience navigating change management and bringing others along.
- **Aligned with AFL-CIO's mission, values, and commitment to the labor movement**

Compensation and Benefits

The salary range for this position is \$110,000 - \$120,000 and any offer will be determined based on a candidate's skills and relative work experience.

The Technology Institute offers employee benefits including

- Excellent employer-paid comprehensive health care, medical, and vision benefits
- Generous leave including annual vacation and sick leave
- Employer Paid Retirement/Pension Plan and 401(k) Savings Plan Match

The AFL-CIO Technology Institute is an equal opportunity employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We welcome a diverse pool of applications, believe it is critical that our staff represent the larger labor movement, and are committed to building a culture and community that fosters diversity, equity, and inclusion.

Please note that the AFL-CIO Technology Institute requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.