

**Position: Director of Finance and Operations**  
**Reports to: Executive Director**  
**Status: Full-time, exempt**

**About The Blue Bench:**

At The Blue Bench, our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention, and care. Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. This is what inspires our efforts. And until that day comes, our work is not complete. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of Denver-area individuals find the courage to move from victim to survivor.

**Job Purpose:**

The Blue Bench is seeking a Director of Finance and Operations to join our team. As a member of the leadership team, the Director is responsible for the day-to-day financial management of The Blue Bench, as well as oversight of vendor relationships with IT, HR, and other operations and finance relationships. This role will work closely with the Executive Director, Board of Directors, and Leadership Team to ensure internal operations are secure and sustainable, and that the organization's commitment to equity is embedded in all finance and operations functions.

The ideal candidate is poised, optimistic, and diplomatic, with strong interpersonal skills and a sense of humor. They have a well-rounded background in finance and operations, experience working within a nonprofit business, and a strong commitment to anti-racism and anti-oppression values. They also have a knack for explaining financial information to non-finance individuals.

**Essential Duties & Responsibilities:**

Finance

- Work with the Executive Director to ensure the financial integrity of The Blue Bench by overseeing and managing all financial functions of the organization.
- Manage day-to-day financial tasks including, but not limited to, AR/AP, journal entries, and deposits.
- Lead and oversee the annual budgeting process and support departmental budget management.
- Manage grant allocations, compliance, and financial reporting requirements.
- Serve as point of contact for the board treasurer and manage the board finance committee.

Operations

- Serve as point of contact for building management and ensure smooth office operations.
- Serve as point of contact for all HR needs and liaison with the HR/PEO vendor.
- Liaise with the IT vendor and provide supplemental support for internal IT needs.
- Oversee front office operations and supervise front desk staff/volunteers.
- Manage all organizational vendor contracts and invoicing.

#### Leadership and Life of the Organization

- Serve as a member of the leadership team, with a collaborative approach to problem solving.
- Fully participate in organizational activities including staff meetings and learning times.

#### **Knowledge, Skills & Abilities:**

- Committed to advancing The Blue Bench's mission and vision.
- Awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of sexual violence.
- A strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments independently.
- Strong interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships.
- Able to exercise sound judgment in maintaining confidentiality of all agency information.
- Commitment to race and other forms of equity, both internally in our organization and externally in the communities that we serve.

#### **Minimum Qualifications:**

- Bachelor's Degree in Finance, Accounting or Business Administration or equivalent professional experience.
- 4+ years' experience in nonprofit finance.
- 2+ years in a leadership role or independently leading a business function.
- Mastery GAAP accounting principles and practices.
- Experience with audit requirements, documentation, and preparation.
- Experience with grant compliance and financial reporting.
- Experience managing or contributing to the success of office operations.
- Experience in or ability to quickly scale up to oversee HR and IT.

#### **Compensation:**

This an exempt position and the salary range is \$60,000 - \$75,000. Salary is negotiable based on experience and qualifications.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ candidates are strongly encouraged to apply.

#### **Benefits:**

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and sick/wellness time, and paid holiday leave, flexible work schedules, and a hybrid in-office/remote work environment.