



Job Announcement
Director of Operations and Finance

Background

About DPLF: The Due Process of Law Foundation (DPLF) is a nonprofit, nongovernmental organization based in Washington, DC. Since 1996, DPLF has promoted human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the exchange of experiences, and advocacy. As a regional organization comprised of a multi-national group of professionals, our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy. DPLF's thematic areas of focus include the intersection of corruption and human rights issues, the protection of independent justice operators, transitional justice and the fight against impunity, and indigenous peoples' rights in the context of natural resource extraction. As a small nonprofit with approximately 20 staff and consultants, DPLF provides ample opportunities for professional growth and learning, including regular interaction with project partners and human rights defenders throughout the hemisphere. DPLF strives to create a welcoming environment and a positive work culture, including by offering flexibility and excellent benefits (more details below).

Job Summary

The **Director of Operations and Finance** will build and oversee the organization's effective and streamlined finance, accounting, grants management, information technology, human resources, compliance, and operations functions for an international human rights organization with an annual budget of about US\$3 million. This is a hybrid position, with one or two days per week in the office. As a member of the senior management team, the **Director of Operations and Finance** will report directly to the Executive Director (ED) and work closely with the Board of Directors. They will participate actively in organization-level planning and decision-making. This is a very hands-on position that requires non-profit accounting experience and will involve the management of awards from US federal and European donors. The **Director of Operations and Finance** will manage and coordinate with key vendors, including an outsourced accountant and auditors. This role will also involve direct supervision of an operations and finance team.

Reports to: Executive Director

Responsibilities include but are not limited to:

Financial Management & Compliance

- Supports ED and Finance Committee of the Board of Directors in managing financial strategy and risk.

- Prepares financial analysis and reports for the Treasurer, ED, and Board of Directors for semester Board meetings.
- Leads the annual budgeting process with the ED and other leadership staff and facilitates periodical institutional and project budget reforecasting process.
- Maintains and monitors cash flow projections and needs.
- Oversees outsourced accountants; ensures that financial reporting is accurate and reflects GAAP; works with accountants and staff to ensure books are closed on a quarterly basis.
- Reviews organization and project budgets vs. actuals on a quarterly basis and discusses variances with staff and other stakeholders.
- Reviews and approves expenses and timesheets, ensuring coding is accurate.
- Manages HR and payroll function currently managed under a PEO, and in coordination with the outsourced accountant; approves payroll run.
- Ensures compliance with funder requirements and in coordination with the Programs Manager prepares financial reports and budgets for funders.
- In coordination with outsourced accountants, program manager, and program assistant monitors restricted grant spend down, assigns expenses to grants, and maintains restricted net asset schedule.
- Formulates and recommends sound fiscal policies, systems, procedures, tools, and controls, including adjustments to the financial management manual. Oversees the development of and adherence to internal control policies.
- Leads the audit process in collaboration with outsourced accountants.
- Manages compliance with all federal and state regulations (e.g., DC non-profit reporting, 990 filings, etc.)
- Oversees relationships with vendors and banks; manages organization insurance coverage (business, medical and life).
- Manages the Accounts Payable function, including processing, monitoring, and administering of all consultant contracts.
- Establishes a cash management system, and an efficient credit card and expense report processing system.

Human Resources

- In consultation with the Executive Director and in coordination with key vendors, including a PEO for US staff, ensure effective delivery of needed human resource's function (e.g., compensation and benefits).
- Maintain and update DPLF's human resources policies and procedures.
- Onboarding and offboarding of all DPLF employees and interns.
- Overseeing/processing payroll for all DPLF employees and consultants.
- In collaboration with the Executive Director, managing DPLF's annual employee evaluation process.
- Maintain and update DPLF's Employee Handbook and its compliance with proper human resource standards.

Administration

- Oversees the assessment, development and direction of IT and cyber security needs including but not limited to vendor selection, implementing, and maintaining hardware and software systems.
- Supervises and mentor operations team.

Qualifications

- Bachelor's degree in related field required, MBA or CPA, a plus.
- Minimum 7-10 years of relevant, progressive work experience, in nonprofit office finances and operations.
- Fluency in written and spoken English and Spanish (full professional proficiency required i.e. ability to effectively operate in a bilingual work environment).
- Demonstrated knowledge of US federal grant related compliance and accounting principles, specifically 2 CFR 200.
- Demonstrated experience in financial management and accounting, including experience in audit, compliance, contracts, and budget development.
- Experience overseeing human resources and IT preferred.
- Strong interpersonal skills and organizational ability. Personal qualities of honesty and good judgment. Ability to exercise discretion on confidential matters.

Desired skills and attributes

- Demonstrated interest in Latin America and human rights issues.
- Strong team orientation, willingness to help, ability to take initiative and follow-through.
- Familiarity with funding cycles and proposal and reporting requirements for US Government grants (US State Department and/or USAID).
- Demonstrated ability to think proactively and anticipate institutional/program needs.
- Ability to handle multiple tasks and prioritize work responsibly.
- Demonstrated excellent attention to detail and ability to think critically.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Strong judgment, analytic reasoning, critical thinking, and written and oral communication skills.
- Ability to translate financial concepts to and effectively collaborate with colleagues who do not necessarily have a finance background.
- Ability to develop and implement organizational systems and processes.
- Ability to thrive in a fast-paced, small team environment and in a hands-on position.

**Location**

DPLF has adopted a flexible hybrid work environment. The ideal candidate will be able to live and work in the Washington, DC area and work in-person from DPLF's office at least two (2) days a week. Applicants must have US work authorization.

Salary

Range between \$90,000 - \$120,000 depending on experience. Full benefits package includes health, dental, vision, and life insurance fully paid by employer. 403b retirement plan with employer matching. Generous vacation and sick leave.

To Apply

Please send cover letter and resume in English to the attention of: Laura Park, Director of Institutional Development and Finance at info@dplf.org (Subject line: Director of Operations and Finance Application). Applications will be reviewed on a rolling basis.

DPLF is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law.