

Thousand Currents

JOB DESCRIPTION

Title:	Interim Director of Finance and Administration
Location:	Remote, Flexible within the United States
Position:	Temporary, part to full time position (20 - 37.5 hrs/ week; 3-4 months)
Position Reports:	Executive Director
Compensation:	\$130K pro-rated annually

BACKGROUND

Thousand Currents is a public foundation funding grassroots work that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America. We prioritize supporting grassroots formations that are mainly led by women, youth, indigenous and Afro-descendant Peoples.

We are a dynamic, values-based organization in the midst of a period of significant growth in a rapidly evolving environment. As such, we are seeking an experienced professional with demonstrated experience. The successful candidate will be energized by the prospect of supporting and partnering with an exceptional staff and board, honoring Thousand Currents' mission, spirit and relationships, while leading and serving with wisdom, grace, maturity and skill in the service of even greater impact.

THE OPPORTUNITY

Thousand Currents seeks an experienced Director of Finance and Administration (DFA) to lead and oversee the financial operations for an interim period during the parental leave of our Current Director of Finance. The DFA plays a central role in leading the finance, human resources, operations and organizational effectiveness functions at Thousand Currents, ensuring that the organization has

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the systems in place to manage and adapt during a period of rapid growth and change, with evolving programs and new initiatives, partnerships and revenue streams. The role participates in the senior management team and provides leadership, technical expertise, practical knowledge, strategic thinking and problem solving skills to the finance and administration functions. The DFA does this through a) leading and overseeing all aspects of financial management; b) leading and overseeing all aspects of HR and personnel policies; and c) managing office operations and systems that allow our dynamic, virtual, multi-site team to thrive, communicate and work effectively together.

The DFA ensures that our finance and administration functions reflect Thousand Currents values as much as programs do, with a focus on transparency related to all financial matters, engagement of all staff in understanding Thousand Currents' finances, and consistency and clarity in HR and personnel management. As a member of Thousand Currents' senior staff team, the DFA also informs and guides Thousand Currents' overall strategy, planning, and budgeting and ensures collaboration and interconnectedness across all Thousand Currents programs. The DFA brings a commitment to human rights and social justice values and to ensuring that Thousand Currents' communications with donors and other stakeholders is consistent with our [Organization's Values](#), [Fundraising Vision](#), and with [the Association of Fundraising Professionals Code of Ethics](#).

Thousand Currents has a committed and skilled staff team managing Thousand Currents' operations and committed financial and legal counsel and consultants whose expertise and knowledge of the organization will be available to the interim DFA. This interim period is not seen as a time for major shifts in how the organization operates, but a handover time will be built in once our DFA returns, during which the interim DFA will be looked to for their insights and recommendations on any changes in practice and systems based on their experience.

CANDIDATE PROFILE

The successful candidate for this position will be a highly collaborative, senior-level nonprofit or foundation professional with expertise in financial management, financial forecasting and contracts management, personnel management; and systems and IT integration and oversight. Ideally, they will have stepped into an interim role before, and certainly they will bring accessibility, patience and kindness, combined with an appetite for

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problem-solving and the judgement, emotional intelligence and instincts needed to step into decision-making in a virtual and thoughtful environment.

They will also bring alignment with Thousand Currents' values; an aversion to business as usual; proven passion for social justice and racial and gender equity; and a commitment to collaboration and inclusion.

ABOUT THOUSAND CURRENTS

For nearly 35 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by – large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we

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help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are **courage, humility, creative collaboration, experimentation, and interdependence**. These values have allowed us to create new -- respectful -- models of partnership and collaboration. You can learn more about Thousand Currents including our grassroots and philanthropic partnerships and collaborative initiatives [here](#).

KEY AREAS OF FOCUS

Priorities may shift over the four months, but the key focus areas for the interim DFA are anticipated to include, but not limited to, the following:

Providing support and supervision to key administrative, financial, operations and IT staff including two direct reports and consultants. This includes all management and oversight of these areas, including:

- being accessible to, and providing supervision, guidance, and problem solving support to staff
- holding and/or establishing direction for projects, assignments and their prioritization; and
- supporting strong internal coordination and communication across teams and functions.

Provide overall leadership of, and oversee, all financial management at Thousand Currents

- Participate fully in senior team meetings, and contribute to setting strategy, budget and revenue goals, cash-flow planning, work-planning, and other organization-level projects as needed;
- Contribute to effective collaboration, teamwork, strong information-sharing and data management across all programs;
- Contribute to proactive planning, particularly related to finance and operations, working with the senior team to think ahead about potential problems and resolve them in advance

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Ensure that Thousand Currents maintains consistent full compliance with all its legal, fiscal and audit requirements:

- Monitor procedures to comply with all laws and regulations pertaining to tax-exempt status, and status as public charity, legislative advocacy, fiscal sponsorship and partnerships, and international grantmaking;
- Ensure that all financial management systems and processes related to Thousand Currents' fiscal sponsorship and partnerships are effective and compliant with all requirements; and
- Liaise with contracted legal counsel as needed to ensure compliance and to obtain proactive review of any potential issues that arise.

Ensure effective ongoing financial management through developing and overseeing implementation of strong fiscal systems and internal controls and appropriate investment policies:

- Manage and supervise contract staff as needed including a bookkeeper and other financial consultants and contractors as needed;
- Monitor cash availability, payroll, and quarterly tax statements;
- Review and approve for payment reimbursements, payments on accounts, bills, vouchers, and checks;
- Review Cash Receipts and Cash Disbursements Journal entries, trial balances and correct errors;
- Review general and payroll accounts, financial statements, bank statements, grant revenue;
- Manage Thousand Currents' investment portfolio in consultation with Board Finance Committee & Investment Manager.

Interface with other programs and integrate financial awareness and management across all initiatives at Thousand Currents:

- Maintain systems to share information between Finance and Philanthropic Partnership staff to ensure that all grants, donation, and earned revenue projects like the Thousand Currents Academy are properly administered;
- Ensure effective financial reporting to funders and donors in collaboration with development team; and
- Interface with the Communications Program staff to ensure that financials are presented to the public in an easily understandable method through website and print collateral.

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Improve Operational Effectiveness by overseeing Thousand Currents' office spaces and resource needs and ensuring the systems are in place for effective management of a virtual organization with multiple offices:

- Manage and supervise operations contractors including IT consultants,
- Actively solve problems with systems and solutions that allow a dynamic, virtual, multi-site team to thrive, communicate and work effectively together;
- Support Accounting & Operations Manager as the liaison with the landlord and office space
- Support Finance team members assess the office operations on a regular basis and coordinate plans for equipment replacement and disposal, office space allocation and space improvements; and
- Provide supervision to IT consultants to ensure connectivity and remote access for staff on Zoom, Egnyte, Salesforce and other cloud-based services.

Participate in organization-wide learning, cross-program partnership and administrative efficiency Along with all other staff, this position contributes to Thousand Currents' culture of entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions.
- Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits etc.
- Supervising and project management of relevant volunteers and interns, and ensuring that they have a positive learning experience at Thousand Currents.
- Managing our own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

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KNOWLEDGE SKILLS AND ABILITIES

Commitment to the mission and vision of Thousand Currents; proven success building financial and human resource management systems; deep knowledge of non-profit accounting, finance, and grants management; ability to work well with diverse groups of people; proven organizational and management skills; proven ability to analyze and prioritize; excellent interpersonal and quantitative skills; excellent communication skills, including the ability to present financial information effectively to board, non-financial staff and community; high level of discretion and integrity; sense of humor and a sense of joy in this kind of work; excellent skills with Quickbooks online and Excel; familiarity with working within a virtual environment preferred.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent experience in finance and operations. Minimum of 8 years of relevant progressively responsible experience managing finance, accounting and operations in a non-profit setting; Substantial practical knowledge and experience is required in the following areas: managing and directing the finance and accounting operations of a non-profit organization; non-profit law and accounting principles; presenting financial data and its implications clearly and succinctly to management, board, and staff; training, mentoring, managing and supervising part-time and contract staff; planning, forecasting and budgeting; and managing the financial needs of a dynamic and growing organization.

PHYSICAL REQUIREMENTS:

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents approximately 10% of the time for this position. Thousand Currents will make 4 reasonable accommodations in compliance with

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the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

HOW TO APPLY:

Please submit a cover letter, maximum of one page, and resume to jobs@thousandcurrents.org with "Interim DFA" in the subject line by January 8th, 2020. The ideal start date for this work is February 1, 2020. Due to the volume of applications we will only contact applicants that have been moved to interview rounds.