



Outdoors for All Finance Director

Would you like to be part of a team that seems to enrich the quality of life for children and adults with disabilities through outdoors recreation? Outdoors for all has an exciting opportunity for a Finance Director (FD). This is a key position which will play a significant role in the continued growth and success of our organization. As the FD, this position will serve as part of the senior leadership team and oversee all the financial activities of the organization.

What is required besides being highly motivated, creative, and able to work in a collaborative environment?

OFA provides a Hybrid working environment, that gives our team members the freedom to work from anywhere! We're seeking passionate individuals for a position that offers flexibility in location. Whether you thrive in the comfort of your home office or prefer a bustling café, we welcome your talent and dedication. Apply now and redefine your work-life balance with us!"

OFA is looking for a leader that will;

- engage with and be led by community priorities. Working to multiply and amplify the work of adaptive recreation and community partners.
- hold ourselves accountable for achieving our goals and objectives in ways that make it easier for OFA employees, volunteers, donors, and community partners to achieve theirs.
- diversify and increase revenue from diverse sources and braid funding streams to support key community initiatives.
- modernize our use of data, information, and technology to be more connected and efficient.

The successful candidate must have an undergraduate degree with a concentration in accounting. A CPA, or CPA candidate, or advanced degree is desirable. You must also have at least 5 years progressively responsible experience; maintaining accounting and budget systems for a large organization, preferably not-for-profit.

We have an excellent total rewards package, inclusive of a competitive benefits package, including a retirement plan with a company contribution after one year of service.

Application Deadline: Position will remain open until filled.



Finance Director

Position Description

Title: Finance Director

Supervisor: Executive Director

Organization Overview: Founded in 1979, Outdoors for All (OFA) is centered in Seattle and is a national leader in delivering adaptive recreation opportunities for children and adults with disabilities. Over 3,000 individuals annually exercise their abilities thanks to training and support provided by 22 staff and over 850 volunteers. The revenue for our work comes from 4 core areas, individual giving, earned revenue, private and governmental grant making and an endowment and ranges between \$3.5m and \$4.5m annually. The organization is stewarded by an active 20-member Board with diverse skills and experiences, some of whom have family members that participate in programs, and many of whom are experienced program volunteers.

OFA focuses on adaptive outdoor activities, community building, developing physical stamina and strength at everyone's unique pace, and the joy of physical release with others who can identify with challenge. Initially built around adaptive winter sports, current programs includes snowboarding, snowshoeing, cross country, and downhill skiing, cycling, mountain biking, kayaking, hiking, rock climbing, youth and adult day camps, yoga, military programs, weekend excursions, and custom events.

Summary Position Statement: The Finance Director (FD) for Outdoors for All reports directly to the Executive Director and is accountable for the administrative, financial, legal, data systems, and risk management operations of the organization, including the development of a financial and operational strategy, metrics tied to that strategy, and ongoing development and monitoring of control systems designed to preserve organization assets and report accurate financial results.

As the financial leader of the organization, the FD will serve as a valued member of the Senior Leadership Team (SLT). The FD will directly influence and participate in the day-to-day operations, budgets, and long-range planning for the organization. The FD will have overarching responsibility for accounting, internal and grant-related financial reporting, and legal compliance, short- and long-term financial planning, budgeting, audit, forecasting and analysis, tax, and treasury operations.

The FD serves in an advisory capacity to the Executive Director and Board of Directors providing strategic leadership. Working in tandem with the other leadership members, the FD collaboratively develops and implements the organization's short-term and long-term financial operating model. The FD provides organizational and functional leadership and direction regarding all finance related activities, guided by a commitment to providing timely, accurate and high-quality information and service. The FD will be a critical thought partner to the organization's program, marketing, talent management, and fundraising functions.



Essential Functions/Roles & Responsibilities of the Position:

- The major responsibilities of this position include, but are not limited to:

Planning: Develops and evaluates short and long-term strategic financial objectives for the organization, ensuring always that they are aligned with overall strategy and mission.

- Partner with members of SLT to establish economic, financial, and strategic objectives, to implement organizational strategy, and to oversee mission critical projects and initiatives through the tracking of key performance indicators.
- Manage the budget and financial forecasts processes. Leads the budgeting and financial forecasting processes, as well as institutes and maintains other planning and control procedures.
- Is adept at evaluating ROI and key process indicators for various resource development practices, strategies, and programs, and provides leadership to prioritize efforts and deploy financial resources.

Operations: Oversees accounting staff and related activities to ensure effective and efficient processes for all financial transactions which operate within established internal controls and allow for timely and accurate financial reporting.

- Monitors and ensures the adequacy of cash.
- Maintains relations with Chairs and members of the key Board committees (Finance). Develops relationships with other committee and board members to serve their fiduciary oversight needs.
- Is adept at managing the financial complexity of both unrestricted and restricted (designated) revenue streams, from several different sources, earned revenue, individual giving, grant making and an endowment.
- Develops, instructs, directs, motivates, and supports staff across the organization but most directly within the function(s) s/he leads.
- Demonstrates commitment to the effective use of technology within the financial functions of the organization, always ensuring that computers, databases, programs, and servers are functioning appropriately, safely and in accordance with contracts.

Financial : Provides timely and accurate analyses and financial reporting to ensure the highest level of financial oversight by leadership and board members.

- Provide expert non-profit accounting guidance including revenue recognition principles and restricted account administration.
- Design and supervise processes supporting accounts receivable, accounts payable, payroll, bank deposits, monthly financial statements, month-end and year-end close processes and appropriate periodic tax filing.
- Interprets statistical and accounting information to assess operating results in terms of performance against budget, cash flow projections, long term sustainability, and the operating effectiveness of the organization.



- Ensures the completion of financial statements for the organization, including presenting results to senior leadership team and board.
- Summarizes OFA financial information to different audiences in a format that provides for straightforward understanding and analysis of the data.
- Collaborates with program and fundraising staff to prepare grant applications and create budgets and reports. Understands requirements of governmental grants including reporting, federal and state contracting processes, and regulations, manages grants effectively and ensures that the organization complies with requirements, and successfully completes government audits.
- Work with outside audit firm to deliver annual independent audit and preparation of annual tax filing.

Risk Management: Safeguards the organization's assets, donor intent, and brand trust.

- Builds and maintains high levels of credibility for the FD position and staff under their management within the organization, the leadership team, and board communities, and other external constituencies.
- Develops and maintains systems of internal controls, including evaluating and implementation of financial policies, procedures and standards designed to preserve organizational assets.
- Ensures compliance across the organization with governance requirements and applicable local and international regulatory laws, rules for financial and tax reporting, compliance, and reporting – unafraid to act where non-compliance is identified.

Cross-department Collaboration: As a member of the Senior Management Team, contribute to the overall direction and management of OFA, including strategic planning, budgeting, and reporting.

- Facilitate transparent communication channels between departments. Regular meetings, updates, and reports help keep everyone informed about each other's work and how it contributes to the overall goals.
- Actively work to break down silos that may exist between departments. Encourage an open-door policy and promote interaction between teams to foster understanding and collaboration.
- Identify and articulate common goals that require collaboration across departments.
- Address conflicts or disagreements between departments promptly and constructively. Function as a mediator to facilitate resolution and promote a culture of cooperation and respect.
- Foster a culture of trust and mutual respect among team members from different departments. Encourage sharing of ideas, feedback, and expertise without fear of judgment or reprisal.
- Ensure that cross-departmental collaboration is inclusive and equitable, considering diverse perspectives, backgrounds, and experiences. This enriches the collaborative process and leads to better outcomes.
- Recognize and celebrate achievements resulting from cross-departmental collaboration. This reinforces the importance of working together and motivates teams to continue collaborating effectively.



- Support the Executive Director and other staff in general organizational management and other duties, as necessary.
- Assist with formulation of organizational policy and procedure and monitor adherence to same.

Staff training and Development: Provide guidance, support, and professional development opportunities to program staff to foster a high-performing team culture.

- Ensure job descriptions are accurate and conducted annually.
- Ensure Desk Manuals are completed for key positions and updated annually.
- Conduct a thorough needs assessment to identify the knowledge, skills, and competencies required for staff and volunteers to perform their roles effectively. This may involve surveys, interviews, and performance evaluations.
- Ensure the development of comprehensive annual training plans for staff and volunteers based on the needs assessment findings. Outline the training topics, methods, resources, and timeline for implementation.
- Help OFA to become known as an employer of choice and team that people want to join.

Core Competencies:

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning.
- **Understand Others** - Demonstrates interpersonal awareness and the ability to be inclusive.
- **See the Whole** – Demonstrates organizational and political awareness, relationship building skills, and effective decision making.
- **Create an Environment of Success** - Demonstrates the ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personalized recognition and celebrate successes, and displays characteristics of interpersonal influence.
- **Model the Way** - Demonstrates ethics and integrity, consistently walking their talk.

Education and Experience

- **Bachelor's degree**
- **MBA or CPA preferred**



- **5+ years of financial management experience in complex non-profit and/or for-profit sectors with at least 3 years of experience supervising employees.**
- **Extensive finance and cash flow management experience**

Place of Work: Hybrid, Magnuson Park through 09/2024

- Transition office to 1800 Richards Road, Bellevue, WA. 10/2024

Hours of Work:

8:00 am – 5:00 pm -- Monday - Friday

Salary & Benefits:

Salary \$130,000 - \$155,000 -- Benefits include holiday pay, medical, dental, and vision insurance, and a retirement plan.