

POSITION DESCRIPTION
PROGRAM & FINANCE MANAGER
HAAS LEADERSHIP INITIATIVES - A Project of the Tides Center

ABOUT THE HAAS, JR. FUND

[The Evelyn and Walter Haas, Jr. Fund](#) (the Fund) is a private family foundation established in 1953 by Evelyn D. Haas and Walter A. Haas, Jr. and located in San Francisco, California. The foundation seeks to fulfill its founders' vision of a just and caring society where all people are able to live, work and raise their families with dignity.

The Fund is dedicated to celebrating and building community. Guided by the values of fairness, equality and opportunity, the Fund is compelled to confront injustice and some of society's most difficult issues. In all its work, the Fund strives to be a voice of hope and a force for positive change.

Motivated by its values, the Fund currently seeks to:

- Promote equal rights and opportunities, with emphasis on immigrants and gays and lesbians.
- Improve the lives of low-income families and children, with a special focus on education.
- Invest in the leadership of our nonprofit partners.
- Ensure members of our community have access to and benefit from the Bay Area's extraordinary cultural and civic assets.

ABOUT THE HAAS LEADERSHIP INITIATIVES

Under the leadership of [Linda Wood](#), the Fund launched the [Haas Leadership Initiatives](#) in 2005 with two goals: 1) to support leaders so they can more effectively advance the goals of their organizations and the movements or fields in which they work; and 2) to increase investment in strengthening leadership across the social-change sector so that organizations and networks have the leadership they need to advance rights and create opportunities for all people. Over ten years into the program, the Haas, Jr. Fund has awarded grants totaling more than \$35 million toward strengthening leadership and organizational effectiveness.

In order to more directly serve organizations and movements, the Fund also established a fiscally sponsored project at the Tides Center, which houses the [Flexible Leadership Awards \(FLA\) Program](#), [Reset Fundraising Initiative](#), and several pilot programs with various funders. The Haas, Jr. Fund is the project's primary funder.

Currently, the FLA Program serves 40 grantees from the Fund's primary program areas: gay and lesbian rights, immigrant rights and education equity. The awards give these local, state and national organizations targeted support to focus on strengthening their leadership.

Activities supported by the Fund's investments have led to [documented gains](#) in effectiveness and impact for these organizations. In addition, the Haas Leadership Initiatives has created a "learning lab" for identifying gaps and highlighting promising approaches to leadership and organizational development, which has helped advance the field of nonprofit leadership nationwide.

POSITION SUMMARY

The Program & Finance Manager plays an integral role managing the finance and operations of the Haas Leadership Initiatives, which invests in social change leadership. The position reports to the HLI Project Director and is nested within a highly collaborative and matrixed team. The Haas Leadership Initiatives is a project of the Tides Center and is located at the offices of the Evelyn and Walter Haas, Jr. Fund in San Francisco. The Program & Finance Manager for the Haas Leadership Initiatives (“HLI” or “the Project”) is an at-will, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program & Finance Manager is responsible for the financial, operational, and administrative functions that support overall Haas Leadership Initiatives Project management and the implementation of its programs (e.g. Flexible Leadership Awards, Reset Fundraising Initiative, FLA Replication Pilots, etc.). They work closely with the HLI management team to develop, refine, and manage financial and operational systems for the Project. They also lead on the development of information systems and operational procedures to support program implementation and programmatic and financial data analysis. They perform administrative tasks, including scheduling and meeting logistics on an as-needed basis.

As noted above, this position interfaces with multiple stakeholders, including the HLI team, funders, consultants, and grantee partners, and requires excellent interpersonal and customer service skills. Because the Program & Finance Manager is a critical component of a coordinated effort, they must be someone who takes initiative, enjoys creating systems to ensure smooth and efficient coordination of activities for the programs, takes a strategic and big picture approach to solving problems, and possesses good judgment and confidence to make reasoned decisions that resolve and advance various projects.

This position supports all areas of the Haas Leadership Initiatives, including, but not limited to:

- *Finance and grants management (50%)* – Primary liaison with the HLI’s fiscal sponsor (currently Tides Center). Work with the HLI team to develop and track program budgets and partner with Project Director to provide financial oversight and reporting for the Project to various stakeholders. Draft and manage contracts with consultants; track and process invoices (via NetSuite); manage allocation of funds; and reconcile monthly financial statements. Draft and manage grant proposals and reporting to the Haas, Jr. Fund and any additional funders for special projects. This position is responsible for ensuring compliance (procedures, reporting, fiscal management) across both entities (Tides and the Haas, Jr. Fund).
- *Systems design, implementation, and monitoring (30%)* – Oversee the information systems and operational systems for the HLI Project. Develop, refine and maintain processes to facilitate relationship between HLI team, consultants, and grantee partners, including creating templates, defining roles and responsibilities, and testing technology solutions to improve information sharing and tools that support program implementation. Maintain and update, if needed, the Project’s database of consultants and online knowledge base for its network of partners. Create and maintain data tracking systems and provide accessible monitoring reports and other data analysis, as needed.

- *Program administration (20%)* – Commit to learning about the purposes and substance of various HLI Projects initiatives well enough to be a contributing member to effective planning and program implementation. As a member of the HLI team: contribute and coordinate program planning and implementation (e.g., HLI annual planning, consultant/grantee convenings); proactively ensure a smooth and responsive process for grantee partners engaged in HLI programs by providing timely resources and support to the HLI team and its consultants; provide technical support with assessment and other tools for grantee partners; and provide scheduling and administration for complex projects and meetings as needed.
- *Other related duties as assigned* – Includes providing back-up coverage for other colleagues and administrative staff as needed. As the Program & Finance Manager becomes more familiar with the programmatic work, there are opportunities for continued learning and growth based on interests.

We are committed to recruiting candidates of color and diverse gender expressions.

CANDIDATE PROFILE

- Committed to social justice and intersectional equity
- Able to demonstrate strong financial management experience
- A self-starter who likes to take initiative, is curious and seeking opportunities to grow and expand their knowledge and skills
- Skilled at working well with a wide range of people and able to manage complex projects with attention to detail and deadlines

QUALIFICATIONS & SKILLS

- Three to five years previous relevant work experience (non/for-profit)
- Bachelor's degree preferred
- Strong finance and accounting skills, as well as, budget development, budget reconciliation and expenditure projection experience
- Experience managing projects, establishing monitoring and tracking systems
- Strong organizational skills and demonstrated systems development experience
- Strong writing skills
- Strong interpersonal skills and a customer service orientation
- Fluid and competent with mastering multiple information technologies, e.g., data and knowledge management systems

WORK ENVIRONMENT

The Project is located at the offices of the Haas, Jr. Fund on the sixth floor of a historic building in downtown San Francisco. The Finance & Program Manager will work in an open-air cubicle. Work areas are wheelchair-accessible.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and type using a computer keyboard. Specific vision abilities required by this job include close vision requirements due to computer work. The employee is also required talk or hear and use a telephone. They will occasionally lift and/or move up to 25 pounds. The position requires a level of energy adequate to work from 8:30am to 5:00pm Monday through Friday, with flexibility to attend occasional evening and weekend meetings.

TIDES EEO POLICY

The Haas Leadership Initiatives, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Tides in writing of special needs at the time of application.