

ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of community members who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing people, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with a team of more than 65 staff, doulas, and contractors serving more than 300 families annually who qualify based on income. Open Arms primarily serves the Black, American Indian / Alaska Native, Somali and Latiné communities. Like our clients, over 90% of staff identify as people of color, and some are former clients. We are highly regarded for providing culturally responsive and appropriate support.

Today, Open Arms has an annual operating budget of more than \$3.7 million dollars through a combination of funding from public institutions, private foundations, and individual donors. We are poised for more growth. We weathered and grew during the COVID-19 crisis thanks to careful planning, a talented team, and financial reserves.

Open Arms recognizes that the earliest experiences impact development, and we work with families to give our next generation the best beginning. Social justice and racial equity permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant people, babies, and new parents, and providing resources to help transform those dreams into reality. Ninety percent of the world's wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into economic oppression, whose parents too often experience stress, social isolation, domestic violence, food insecurity, and unstable housing in addition to insufficient health and parenting resources. In King County today, American Indian / Alaska Native and Black infants are twice to four times more likely to die within the first 28 days of life than White infants. Open Arms' services work to address and mitigate these risk factors, so that pregnant people and babies receive the best possible start.

Open Arms' services and community-based approaches are working. Open Arms is the first community doula program in the nation to be nationally accredited through HealthConnect One, a national leader in advancing equitable, community-based, peer-to-peer support for pregnancy, birth, lactation, and early parenting. Our families' outcomes exceed local and national measures. Our agency has won several local awards including the Seattle Human Services Innovative Programs Award and SOAR's Community Achievement Award. Our current funding partnerships with Best Starts for Kids, the Department of Children Youth & Families, the City of Seattle, and the Perigee Fund demonstrate that Open Arms has earned the support and respect of the local philanthropic community.



MISSION

Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.

VISION

Thriving children. Healthy families. Powerful communities.

VALUES

- **Respect:** Holding complexity for people and cultures
- **Family:** Relationships are at the heart of what we do
- **Justice:** Boldly disrupting oppression

JOB DESCRIPTION

As part of the Open Arms Finance Team, the Finance Director will be responsible for the financial oversight of Open Arms including: managing two finance staff; ensuring month and year end financials are completed in an accurate and timely manner in accordance with GAAP; managing the annual budgeting, audit and 990 processes; and providing strategic financial oversight to the Executive Director and Board as needed. This position will report directly to the Executive Director and work closely with the Development, Program and Operations teams as well as the Board of Directors' Finance Committee. This is a full time (FTE 1.0) exempt position, eligible for employee benefits with a combination of virtual and in-person work.

Finance Team Management

- Serve as the primary manager for the accounting manager and grant accountant
- Facilitate team building and process building to ensure efficient and effective daily work
- Perform annual performance reviews and provide coaching and training to ensure staff are engaged and have the tools they need

Financial Reporting

- Ensure that month-end financial close and reporting occurs in a timely and accurate manner as well as in accordance with GAAP
- Prepare monthly financial reports including cash flow projections for the leadership team, finance committee and Board
- Perform financial analysis on a routine basis, share results with the leadership team and facilitate decision making as it relates to the overall financial health of the organization
- Present pertinent financial information to internal and external groups as needed

Systems

- Maintain the financial system design and structure
- Identify and implement process improvements as needed
- Ensure proper internal controls are in place, maintained and improved as needed
- Design and implement financial dashboards and reporting in the newly implemented financial system, Sage Intacct

Audit, 990, & Compliance

- Manage the completion of the annual audit and 990 process with the external auditors
- Provide ongoing communication about the status of the audit and 990 to the leadership team and finance committee
- Ensure overall compliance with GAAP, IRS Tax laws and grant agreements
- Review finance policies annually and work with the finance committee to update and adjust as needed
- Participate in or lead site visits with funders as it relates to financial compliance

Budget

- Review and approve all budgets related to public and private grants
- Lead the annual organization budgeting process
- Work with the Executive Director and Finance Committee to create a budget timeline
- Engage the leadership team in creating the budget and developing the overall financial acumen of the organization
- Develop the budgeting tool and financial reports used to tell the financial narrative
- Facilitate leadership team decision making to ensure sustainable financial outcomes
- Support the Executive Director in reporting on the annual budget to the finance committee and board

Forecast

- Prepare an annual forecast during the year to help create transparency with the leadership team, finance committee board about anticipated financial results for the year
- Perform financial analysis and facilitate decision making as needed to ensure sustainable financial outcomes

Strategic Decision Making & Support:

- Provide guidance and strategy support to the Executive Director, Finance Committee and/or board as it relates to financial oversight and outcomes

REQUIRED QUALIFICATIONS

- BA/BS, preferably in accounting or finance, but related coursework and experience accepted
- 3 years of management experience and success in building and leading a team
- 3 years of financial oversight experience in human services nonprofits with budget sizes of ~\$2M+ and a strong understanding of public contracts and private grants. Prior experience with community-based organizations is a plus.
- Proficient in Sage Intacct (or other accounting software), AP automation systems, payroll processing systems and Excel
- Experience and knowledge of GAAP; nonprofit accounting experience
- Successful experience in leading a nonprofit organization's financial strategy
- A strong sense of ethics; committed to integrity, professionalism and high-quality service provision
- Persistent in solving problems and following through on commitments; must be accountable for missteps and ensure that they are not repeated
- Adaptable and composed when faced with changing needs and competing demands; Open Arms has grown rapidly and revamped its financial systems; the finance team is creating and improving processes on an ongoing basis.
- Ability to independently manage work time and ability to plan, coordinate, and prioritize work projects according to deadlines for your own work as well as team projects. Outstanding organizational, analytical and detail skills
- Highly skilled in organizing electronic files and folders, and improving efficiency
- Ability to work collaboratively in a team environment and with people from different backgrounds
- Strong listening and communication skills
- Ability to travel to Open Arms' office location in Beacon Hill on a regular basis.
- Excellent interpersonal skills and experience working with communities of color and people from a variety of backgrounds and cultures. The applicant should have a strong racial, disability, gender and economic justice framework. They should also have the proven ability to develop positive relationships with clients, colleagues, Board members, and external partners.
- Passion for and commitment to the mission of Open Arms including commitment to anti-racism, anti-oppression, and de-colonization work with a focus on racial equity, reproductive justice, and birth justice.
- Reading, writing, and speaking in English is required for daily communications. Ability to communicate in other languages is a plus.
- COVID-19 vaccination is required for this position. Proof of full vaccination will be requested during hiring.
- Proof of eligibility to work as an employee in the U.S. Must be a Washington-state resident.
- Background check and reference checks required

Mental and Physical Requirements

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Mental Requirements:

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math and financial analysis, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires independent decision-making and problem analysis to make recommendations for improvement and/or be involved in discussions around changes. The position requires creative thinking for resourcefulness and process improvements. Attention to detail also required.

Physical Requirements:

This position continuously requires sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for work-related travel. Daily working conditions include an open-office work environment at our Seattle location on Beacon Hill*, and normal office work.

**See note below about COVID-19 work environment*

ADDITIONAL INFORMATION

Birthwork in addition to this position: *Open Arms deeply appreciates the skill and experience that birthworkers bring to our world. Based on the demands and requirements of this particular position, if the applicant is interested in taking on any births for Open Arms clients, the applicant can only take on one (1) Open Arms birth per year. Being an active or current doula is not a requirement of the position; however we do look for previous birthwork experience for this role.*

Note about COVID-19 work environment: *Since March 2020, Open Arms quickly adjusted to a remote-work model for all office support staff and an adapted visit model for home-visiting doulas. Most meetings are conducted virtually and most staff are conducting work remotely with the exception of: At least one meeting per month will be held in-person with COVID-19 precautions such as: testing, masking and distancing; and Birth support and home visits are offered to families in-person. Open Arms will provide you with the technology and equipment you need to be able to complete work and virtual meetings comfortably and safely from home. Feel free to discuss any concerns you have during the interview process.*

WHAT WE OFFER

COMPENSATION: This is a 40-hour-per-week, exempt position with a salary range of \$110,000 - \$115,000 annually, commensurate on experience and qualifications.

BENEFITS:

- Paid health, dental, vision, and short-term disability insurance
- Generous paid time off starting at a total of 43 days per year for full-time equivalent employees (12 days per year to start for full-time employees with anniversary increases; 12 days for sick and safe time; 17 paid holidays; 2 floating holidays);
- Employee assistance program
- Mileage reimbursement
- Monthly additional stipend that covers cell phone use, self-care, and work-from-home set up; and professional development opportunities.
- Option to contribute to a 401k, flexible spending and dependent care expenses account, and supplemental insurance.

PROFESSIONAL DEVELOPMENT: Open Arms is committed to the professional development of our staff. Each year we allocate professional development funds for each employee as well as support various group-training opportunities provided by Open Arms or by outside organizations. We know that historically BIPOC individuals do not have the same opportunities in society and as a result, these communities are underrepresented in leadership positions. We aim to support employees in their

FLEXIBLE & FAMILY-FRIENDLY ENVIRONMENT:

Open Arms is proud and committed to being a family-friendly workplace. We offer flexible work schedules with remote work being part of the usual weekly schedule for almost all staff as it fits with their job duties.* We also offer generous PTO for self and family care. Children of any age are welcome in our office, and many staff bring their children to work on a regular or as-needed basis. We have an onsite lactation lounge and encourage chestfeeding in

advancement both within Open Arms and beyond our organization.

the workplace. **Note: Children are not allowed at home visits** *See note above COVID-19 work environment

SUPPORTIVE AND INCLUSIVE CULTURE: We have an informal workplace culture, and staff develop strong, supportive connections with each other. We have a highly collaborative culture and an open office work environment. We are proud of our extremely diverse staff in all demographic areas, which creates a very rich and inclusionary organizational culture. More than 80% of our staff identify as people of color.

COMMITMENT TO EQUITY: Open Arms strives to be an affirming, positive, diverse work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from communities of color and other historically underrepresented and marginalized groups.

APPLICATION PROCESS

Visit our [CAREER CENTER](#) to submit your cover letter and resume. Applications will be accepted until the position is filled. Please contact [hiring@openarmsps.org](mailto: hiring@openarmsps.org) if you have any questions. No phone calls or paper submissions please. Currently interviews are being conducted virtually. If someone from our hiring team reaches out to schedule an interview, please let us know about any accommodations or technology needs you might have in order to participate in the interview.