

Deputy Director Of Administration

New London Homeless Hospitality Center (NLHHC) is seeking an experienced and exceptional leader with a strong financial background to become the deputy director of administration of this respected non-profit organization.

As NLHHC builds on more than 15 years of achievements, the deputy director will work closely with the executive director (ED) and senior management team to meet the organization's needs as it continues to experience growth and expands to take on additional efforts. Reporting to the Executive Director, the Deputy Director oversees all aspects of NLHHC's nonprofit finance, human resources, information technology, contract compliance and property management to guarantee seamless coordination, optimal support programmatic activities, and best practices in human resources and staff support. The Deputy Director will be responsible for the following:

GENERAL MANAGEMENT AND ADMINISTRATION:

- Communicate organizational goals and operational plans to all levels of the organization.
- Administer all insurance contracting, liability, and reporting.
- Oversee compliance with applicable state/federal legal requirements, NLHHC purchasing standards, risk management protocols, state licensing requirements and property related reporting.
- Supervise facilities staff responsible for management of NLHHC facilities including program offices, rental properties and vehicles.
- Coordinate work of IT consultant to provide staff with needed phone, computer and internet capacity.
- Manage the organization in the absence of the Executive Director

ACCOUNTING AND FINANCE:

Serve as NLHHC Chief Financial Officer

Working with applicable NLHHC program managers oversees contracting, financial reporting and reporting compliance aspects of:

1. Contracts with state and federal agencies including Department of Mental Health and Addiction Services, Department of Housing, Veterans Administration, Department of

Social Services, Emergency Food and Shelter Program, US Department of Housing and Urban Development.

- a. Preparing annual budgets
 - b. Monitoring expenditures
 - c. Overseeing billing and financial reporting
 - d. Support annual contract renewal process where applicable
2. NLHHC rental properties including
- a. Monitoring rent collections and property expenditures.
 - b. Managing state and federal rental subsidies.
 - c. Financial reporting and management of capital projects
 - d. Managing development of financial information for applications for new capital funding
3. Medicaid billing for services provided under the Mental Health Waiver and CHES programs.

Prepares annual budget in conjunction with program managers and Executive Director.

Prepares periodic capital plan to provide for appropriate maintenance of NLHHC facilities

Interacts with accounting consultants, auditors, financial institutions, insurance providers, lenders and others as needed to implement NLHHC financial policies, meet applicable accounting standards and effectively manage assets.

Monitors income and expenditures against budget to support reporting to Board and to identify opportunities for improved performance.

Oversees the work of staff responsible for bookkeeping, payroll and other day-to-day accounting functions to assure adherence to procedures and application of appropriate internal controls.

Prepare and oversee the annual audit, 990, and other tax forms required by the IRS.

CONTRACT COMPLIANCE

- Maintain accurate records of all NLHHC contracts and their associated reporting and recordkeeping requirements.
- Supervise centralized contract compliance efforts including service level program compliance with reporting/case record requirements.
- Manage quality assurance reviews and audits are appropriate to contract terms.

HUMAN RESOURCES:

- Oversee and supervise human resources staff responsible for maintaining personnel policies and procedures, maintaining employee personnel files, oversee payroll and compensation processes, benefits, in accordance with NLHHC policy and legal requirements.
- Train appropriate staff on HR and onboarding practices, and oversee the onboarding and release of employees.
- Work with Executive Director and senior management to identify opportunities to improve staff professional development opportunities individually and as an organization.
- Work with the NLHHC personnel manager to develop and maintain job postings and descriptions, and implement recruitment and retention strategies.

QUALIFICATIONS:

- ⇒ Minimum of 5+ years of direct work experience in nonprofit administration, finance and budget management; knowledge of GAAP standards and not-for-profit accounting. Direct experience working with QuickBooks required.
- ⇒ Excellent analytical and abstract reasoning skills to translate nonprofit financial information and data into insights and strategic recommendations aligned with organizational vision and mission; ability to measure nonprofit financials and operational performance with numbers and social impact.
- ⇒ Connection to NLHHC mission and ability to apply fiscal and administrative expertise to enhancing services for NLHHC guests and participants.
- ⇒ Excellent supervision and people-management skills and a proven ability to mentor, motivate, and support through inclusive leadership practices and collaborative problem solving; able to maintain professional demeanor in a fast-paced environment.
- ⇒ Strong written and verbal communications skills.



Salary and Benefits:

Salary (\$60,000-\$85,000) commensurate with experience. This is a full-time position.

For more information about the New London Homeless Hospitality Center visit our website at NLHHC.org.

New London Homeless Hospitality Center is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of New London Homeless Hospitality Center's hiring practices, and to all terms and conditions of employment.

NLHHC is being assisted in this search by Linda Cavanaugh. Interested applicants should forward a resume and a detailed cover letter to: lmcavanaugh@live.com

Ms. Cavanaugh can be reached by phone for questions at 860-287-5722.