



(<https://www.marylandnonprofits.org/>)



Home of the Standards for Excellence Institute (<https://www.marylandnonprofits.org/>)



(<https://jobs.marylandnonprofits.org/company/charm-city-care-connection-23937>)

## Director Of Finance And Operations

Charm City Care Connection (<https://jobs.marylandnonprofits.org/company/charm-city-care-connection-23937>)

Baltimore, Maryland (Hybrid) (l-baltimore,-maryland-jobs.html)

Share (<https://www.addtoany.com/share?url=https%3A%2F%2Fjobs.marylandnonprofits.org%2Fjob%2Fdirector-of-finance-and-operations-baltimore-maryland-8378>)

Save Job (/sign-in)

### ORGANIZATION OVERVIEW

Charm City Care Connection (CCCC) works to connect people experiencing homelessness and marginalization in Baltimore, and in particular people who use drugs, to resources and support to help them achieve their goals. We do this by building long-term partnerships between our team and community members, empowering both parties to learn from each other as we work to promote health and well-being within Baltimore's fragmented network of resources. Since our founding in 2009, CCCC has been providing social support and resource navigation. Since 2018, we have increased our harm reduction services to include a syringe service program, naloxone distribution, street-based outreach, and a drop-in center for people who use drugs.

### JOB DESCRIPTION

The Director of Finance & Operations will oversee financial management, grant administration, organizational operations, and human resources to ensure efficiency, compliance, and sustainability. Reporting to the Executive Director, the person in this role works collaboratively with the leadership team and external partners to align financial and operational strategies with the organization's mission. The Director of Finance and Operations is responsible for managing day-to-day operations, logistics, and the development and implementation of policies and procedures that support both internal operations and programming. This position requires a proactive, solutions-oriented leader who thrives in a collaborative environment and is committed to optimizing operations to support the organization's mission. The successful applicant will be excited by the challenge and intrigue of executing these responsibilities and creating an environment that is fair, equitable, and productive while remaining committed to the values of harm reduction.

**Position Summary:** The Director of Finance and Operations oversees and optimizes the nonprofit's operational processes, ensuring alignment with its mission and strategic goals. This role manages administrative functions, financial sustainability, and organizational workflows, fostering efficiency and cost-effectiveness across all programs and team structures.

### FINANCIAL MANAGEMENT

- Lead the development, monitoring, and management of the organization's annual budget in alignment with strategic priorities, including forecasting to anticipate any changes that may have implications for cash flow or staffing allocations with recommendations.
- Oversee accounting and financial processes, including payroll, audits, tax filings, and grant reporting to ensure compliance and timely review processes.
- Ensure compliance with nonprofit financial standards, including GAAP and grant funding regulations, and maintain financial policies and procedures that reflect best practices.
- Provide regular financial reports and analysis to the leadership team and board of directors, including support for leadership team members to make decisions about budget changes relevant to their programming.
- Develop and execute long-term financial strategies to ensure organizational sustainability in partnership with the Director of Development.
- Oversee the organizational budget including developing and maintaining timely and accurate financial statements and reports, at both the organizational and program levels.
- Develop and maintain accounting systems for cash management, accounts payable, accounts receivable, investments, and other balance sheet accounts.
- Lead the annual financial audit and coordinate with the board finance committee and external auditors to ensure a timely and accurate review process.
- Prepare and present financial reports for board meetings, grant funders, and annual audits.
- Participate in strategic planning, bringing insights on financial sustainability and operational capacity.

- Support program teams by aligning operational and financial processes with program needs.
- Develop and implement policies and systems to enhance organizational effectiveness and accountability.

#### OPERATIONS AND ORGANIZATIONAL LEADERSHIP

- Oversee the organization's day-to-day operations, ensuring that systems, processes, and policies support programmatic goals and organizational efficiency.
- Develop and implement operational strategies to optimize workflow, resource allocation, and service delivery.
- Supervise and support operations functions, including human resources, IT, and administrative activities.
- Oversee the management of vendor relationships, contracts, and procurement to ensure cost-effectiveness and quality.
- Ensure compliance with all legal, regulatory, and safety requirements.
- Provide strategic guidance to leadership on financial sustainability and workforce planning.
- Serve on the leadership team to make strategic decisions for the organization that consider implications for finance and operations.
- Foster an inclusive and collaborative work environment, supporting diverse teams and perspectives.
- Participate in staff meetings and professional development opportunities.

#### HUMAN RESOURCES

- Oversee human resources policies, recruitment, onboarding, and performance management.
- Ensure compliance with employment laws, labor regulations, and organizational policies.
- Support employee relations, conflict resolution, and workplace culture initiatives.
- Implement compensation structures, benefits administration, and payroll processing.
- Develop and maintain human resources policies and training programs to foster an inclusive and compliant work environment.
- Ensure that the organization's human resource policies, ensuring compliance with labor laws, equity practices, and organizational values.
- Support the Human Resources Manager to oversee full-cycle recruitment, including posting job openings, screening candidates, and onboarding new hires.
- Support the Human Resources Manager to oversee payroll and employee benefits programs, including health insurance, retirement plans, and leave policies.

#### REQUIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in Nonprofit Management, Business Administration, or a related field (Master's preferred).
- At least 5 years in operations, finance, and administration in a nonprofit managerial role.
- Expertise in budgeting, forecasting, financial management and reporting.
- Experience in recruitment, performance management, and human resources compliance.
- Strong problem-solving, planning, and organizational abilities.
- Strong attention to detail, accuracy, flexibility, and organization.
- Knowledge of nonprofit regulations and legal requirements.
- Excellent interpersonal, leadership, and communication skills.
- Passion for harm reduction and social justice, particularly related to individuals who use drugs and communities affected by the war on drugs.
- Dedicated to affirming the dignity of people who use drugs and working with diverse communities (gender, ethnic, age, language, political)
- Self-motivated, hands-on problem solver, and team player.
- Ability to absorb and effectively communicate complex information.

#### TIMELINE AND COMPENSATION

The Director of Operations is a full-time, salaried position, \$85-105K annually, commensurate with qualifications and experience. Charm City offers excellent benefits including medical, dental, vision, 401(k), 14 paid holidays and generous paid time off. This is a hybrid role that requires that some tasks are completed on site.

Individuals who have personal experience with drug use or sex work, people of color, members of the LGBTQIA+ community, and the formerly incarcerated are strongly encouraged to apply.

## Job Information

Job Category:

Director/Administrator

Salary:

\$85,000 - \$105,000 Per Year

Position Type:

Full Time

Experience:


5 - 10 years

Education:

Bachelor's Degree

## Related Jobs

Executive Director, Dyslexia Tutoring Program (<https://jobs.marylandnonprofits.org/job/executive-director-dyslexia-tutoring-program-baltimore-...>)


 Dyslexia Tutoring Program

 Baltimore, Maryland (Hybrid)

Posted - February 24, 2025

[View \(https://jobs.marylandnonprofits.org/job/executive-director-dyslexia-tutoring-program-baltimore-maryland-8391\)](https://jobs.marylandnonprofits.org/job/executive-director-dyslexia-tutoring-program-baltimore-maryland-8391)

Program Officer (<https://jobs.marylandnonprofits.org/job/program-officer-baltimore-maryland-8372>)


 Baltimore Children and Youth Fund, Inc.

 Baltimore, Maryland (Hybrid)

Posted - February 13, 2025

[View \(https://jobs.marylandnonprofits.org/job/program-officer-baltimore-maryland-8372\)](https://jobs.marylandnonprofits.org/job/program-officer-baltimore-maryland-8372)

Operations and Development Manager (<https://jobs.marylandnonprofits.org/job/operations-and-development-manager-baltimore-maryland-8305>)


 AIA Baltimore


 Baltimore, Maryland (Hybrid)

Posted - January 13, 2025

[View \(https://jobs.marylandnonprofits.org/job/operations-and-development-manager-baltimore-maryland-8305\)](https://jobs.marylandnonprofits.org/job/operations-and-development-manager-baltimore-maryland-8305)

Deputy Director (<https://jobs.marylandnonprofits.org/job/deputy-director-bethesda-maryland-8368>)

 Good Insight

 Bethesda, Maryland

Posted - February 7, 2025

[View \(https://jobs.marylandnonprofits.org/job/deputy-director-bethesda-maryland-8368\)](https://jobs.marylandnonprofits.org/job/deputy-director-bethesda-maryland-8368)

Project Manager (CONTRACT) (<https://jobs.marylandnonprofits.org/job/project-manager-contract-annapolis-maryland-8334>)


 Visit Annapolis & Anne Arundel County

 Annapolis, Maryland (Hybrid)

Posted - January 24, 2025

[View \(https://jobs.marylandnonprofits.org/job/project-manager-contract-annapolis-maryland-8334\)](https://jobs.marylandnonprofits.org/job/project-manager-contract-annapolis-maryland-8334)

Director of Finance & Operations (<https://jobs.marylandnonprofits.org/job/director-of-finance-operations-new-york-city-new-york-8379>)

 Confidential New York City, New York (Hybrid)

Posted - February 19, 2025

View (<https://jobs.marylandnonprofits.org/job/director-of-finance-operations-new-york-city-new-york-8379>)[Show More Jobs \(https://jobs.marylandnonprofits.org/jobs?keywords=Director%20of%20Finance%20and%20Operations\)](https://jobs.marylandnonprofits.org/jobs?keywords=Director%20of%20Finance%20and%20Operations)

## Trending Job Titles

[Attorney \(q-attorney-jobs.html\)](#)[Counsel \(q-counsel-jobs.html\)](#)[Executive Director \(q-executive-director-jobs.html\)](#)

## Trending Locations

[Columbia, Maryland \(l-columbia,-maryland-jobs.html\)](#)[Easton, Maryland \(l-easton,-maryland-jobs.html\)](#)[Maryland \(l-maryland-jobs.html\)](#)[ROCKVILLE, Maryland \(l-rockville,-maryland-jobs.html\)](#)[Annapolis, Maryland \(l-annapolis,-maryland-jobs.html\)](#)[Baltimore, Maryland \(l-baltimore,-maryland-jobs.html\)](#)[Silver Spring, Maryland \(l-silver-spring,-maryland-jobs.html\)](#)

## Trending Companies

[MCASA \(e-mcasa-jobs.html\)](#)[Good Insight \(e-good-insight-jobs.html\)](#)[House of Ruth Md \(e-house-of-ruth-md-jobs.html\)](#)[Maryland Legal Aid \(e-maryland-legal-aid-jobs.html\)](#)[Cherry Hill Strong \(e-cherry-hill-strong-jobs.html\)](#)[United Way of Central Maryland \(e-united-way-of-central-maryland-jobs.html\)](#)

## Trending Categories

[Communications/Marketing/PR \(c-communications-marketing-pr-jobs.html\)](#)[Program Management \(c-program-management-jobs.html\)](#)[Case/Social Work \(c-case-social-work-jobs.html\)](#)[Program/Project Management \(c-program-project-management-jobs.html\)](#)[Education/Training \(c-education-training-jobs.html\)](#)[Legal \(c-legal-jobs.html\)](#)[Administrative \(c-administrative-jobs.html\)](#)[Community Engagement/Outreach \(c-community-engagement-outreach-jobs.html\)](#)[Human/Social Services \(c-human-social-services-jobs.html\)](#)[Operations \(c-operations-jobs.html\)](#)[Development/Fundraising \(c-development-fundraising-jobs.html\)](#)[Executive Directors \(c-executive-directors-jobs.html\)](#)[Accounting & Finance \(c-accounting-finance-jobs.html\)](#)[Arts/Culture/Humanities \(c-arts-culture-humanities-jobs.html\)](#)[Director/Administrator \(c-director-administrator-jobs.html\)](#)[Social Work/Counseling/Case Management \(c-social-work-counseling-case-management-jobs.html\)](#)[Find Jobs By Category \(https://jobs.marylandnonprofits.org/browse-jobs\)](https://jobs.marylandnonprofits.org/browse-jobs)[Accounting & Finance \(c-accounting-finance-jobs.html\)](#)[Administrative \(c-administrative-jobs.html\)](#)[Arts/Culture/Humanities \(c-arts-culture-humanities-jobs.html\)](#)

Case/Social Work (c-case-social-work-jobs.html)

Communications/Marketing/PR (c-communications-marketing-pr-jobs.html)

Community Engagement/Outreach (c-community-engagement-outreach-jobs.html)

Development/Fundraising (c-development-fundraising-jobs.html)

Director/Administrator (c-director-administrator-jobs.html)

Education/Training (c-education-training-jobs.html)

Executive Directors (c-executive-directors-jobs.html)

Human/Social Services (c-human-social-services-jobs.html)

Legal (c-legal-jobs.html)

Operations (c-operations-jobs.html)

Program Management (c-program-management-jobs.html)

Program/Project Management (c-program-project-management-jobs.html)

Social Work/Counseling/Case Management (c-social-work-counseling-case-management-jobs.html)

Remote jobs (l-remote-jobs.html)

Powered by [Web Scribble Solutions \(https://www.webscribble.com/\)](https://www.webscribble.com/), Inc.

## Location And Contact



(<https://goo.gl/maps/BJgARKixCpE2>)

1500 Union Avenue (<https://goo.gl/maps/BJgARKixCpE2>)

Suite 2500

Baltimore, MD 21211

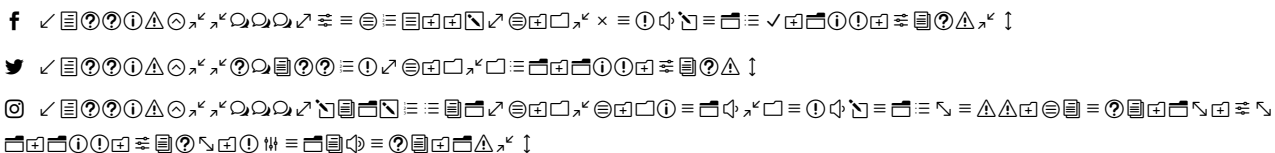
410.727.6367

DIRECTIONS (<https://www.google.com/maps/place/1500+Union+Ave,+Baltimore,+MD+21211/@39.3324099,-76.641404>):

## Blog



([HTTPS://WWW.MARYLANDNONPROFITS.ORG/AN-UNDERGRADUATES-EXPERIENCE-AT-THE-](https://www.marylandnonprofits.org/an-undergraduates-experience-at-the-)



Share Feedback (<http://marylandnonprofits.org/about-maryland-nonprofits/contact/>)

©2025 All Rights Reserved. MD Nonprofits | Privacy Policy (<http://marylandnonprofits.org/privacy-policy/>) | Terms of Use (<http://marylandnonprofits.org/terms-of-use/>)