

Managing Director, Finance and Administration

PEN America, a nonprofit organization working at the intersection of literature and human rights, is seeking to identify a Managing Director of Finance and Administration to join its senior team. This is an opportunity to help this non-profit organization continue to expand its work in the United States and internationally. The strategic and supportive work of the Managing Director will contribute to the organization's growth and impact.

The Managing Director of Finance and Administration (MDFA) is a strategic, hardworking, and experienced financial manager. Reporting directly to the Chief Operating Officer, the MDFA will be responsible for all financial and administrative activities for the organization, including financial management and reporting, budget, cash management, general accounting, banking, payroll and investment, information technology and operational support, among other responsibilities. As a key member of the senior leadership team, the MDFA must be a detail-oriented, strategic leader who can manage the financial and administrative needs of the organization, be responsive to the leadership and the Board, work closely with the auditors, and collaborate constructively with PEN America's program managers.

As an important part of the executive team, it is critical that the MDFA be capable of integrating smoothly into the senior management team, fitting into the organization's fast-paced and ambitious culture. The MDFA will work with the interim Co-CEO's, the COO, the Finance Committee and the Board, departmental directors and other staff in a supportive and direct manner. The MDFA will have strong interpersonal skills, excellent written and oral communication skills, and a hands-on management style. It is critical that the MDFA be a problem-solver, ready to identify and analyze challenges as they arise,

and to propose and implement solutions. In addition, the MDFA will be of the highest integrity and possess sound judgment as well as a collegial and collaborative working style.

Responsibilities:

Strategic Financial Planning & Communications

- Drive financial planning, forecasting, and budgeting to align with PEN America's mission and strategic plans; Work closely with PEN America team leads to develop and manage department budgets
- Prepare and present financial reports, forecasts, and key insights to the board in a way that is clear, timely and actionable
- Provide strategic financial insights to the interim Co-CEOs, executive team, and Board of Trustees
- Advise the interim Co-CEOs and leadership team on financial strategy, risk, and opportunities
- Translate complex financial concepts into clear, accessible language for staff, board members, funders, and other stakeholders
- Serve as a member of senior staff, participating in the development and implementation of overall policies, long-range planning, and daily operational goals and objectives
- Serve as the primary staff liaison to the Finance, Audit, and Investment Committees of the Board of Trustees

Budget Planning & Grant Management

- Manage cash flow, investments, and financial risk to optimize financial health
- Oversee financial aspects of grant management, ensuring compliance with funder requirements; supervise a Senior Accountant focused on grant and budget management and ensure all grant and reporting requirements are met

- Work closely with the development team to align grant budgets with program needs and to develop new systems, policies and best practices for managing grant funds and allowable expenses
- Monitor grant spending and provide accurate financial reporting to funders and internal stakeholders
- Ensure proper tracking, documentation, and audit readiness for all grant-funded programs

Financial & Team Management

- Lead and supervise the PEN America Finance team and serve as the steward for PEN America's \$20M annual operating budget
- Manage the organization's banking and fiduciary relationships, including, investments, retirement funds and line of credit under the guidance of the Board Finance Committee
- Manage relationships with an external auditor and lead the annual audit to ensure timely and successful completion of audit and all other financial compliance documents
- Manage relationships with external investment advisors to ensure alignment with the organization's investment objectives, adherence to investment and endowment policies, and optimization of financial performance
- In partnership with Interim Co-CEO's and Deputy COO, develop new financial systems and best practices to guide improvements in cash flow management, forecasting and internal controls
- Provide oversight of payroll in partnership with HR and PEO

Compliance, Risk Management, & Administration

- Oversee financial reporting, audits, and risk management to ensure transparency and compliance
- Support the preparation and filing of required financial reports to government and foundation funders and major individual donors

- Develop and implement controls, systems and procedures for effective operations and timely monitoring and reporting, including processes to facilitate information flows between Finance and Institutional Development departments
- Manage the relationship with the PEO to ensure that human resource and administrative needs are being met

Qualifications:

Experience

- Bachelor's Degree, preferably in Accounting, Finance, Business Administration or a related field; MBA Preferred
- Minimum of ten years of executive-level management experience in a multi-faceted financial operation with significant budgeting and accounting responsibility in a nonprofit organization
- Proven experience managing financial strategy and operations in collaboration with nonprofit boards, including presenting financial reports, engaging with finance and audit committees, and providing strategic guidance to board members

Skills and Approach to Work

- Demonstrated success in leading an annual audit
- Demonstrated success in managing investments and endowments for an organization
- Knowledge of internal control systems used for general accounting principles and specialized nonprofit industry accounting practices and procedures
- Knowledge of US GAAP, internal controls and financial reporting
- Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use
- High degree of proficiency in a computer-based accounting system

- Ability to read, analyze, interpret and explain complex financial data
- Ability to multi-task and work independently, prioritizing workflow to meet critical deadlines while paying exceptionally close attention to detail and moving longer-term projects forward
- Strong interpersonal skills, with the ability to manage effectively at all levels of the organization
- Excellent oral and written communication skills, including the ability to translate complex financial data into actionable insights for executive leadership, governance bodies, and other stakeholders
- Commitment to PEN America's mission, centered on the celebration and defense of free expression for all. Willingness to defend the right to engage in speech that may be offensive and discomfiting and that reflects a wide range of political opinions and ideologies. PEN America promotes open and respectful dialogue across differences, and we work to allow a diversity of perspectives to flourish
- Commitment to PEN America's advocacy and support for writers, artists and their allies around the world, without regard to the ideology or actions of their country's government

Salary and Benefits: PEN America offers competitive compensation and full benefits. The salary range for this position is \$190k-\$220k, commensurate with experience. Candidates whose expectations are outside this range are welcome to apply, as PEN America is open to considering talented individuals at varying stages of their careers. PEN America's benefits package includes medical, dental, and vision health insurance, paid time off, 10 paid holidays, pre-tax commuter benefits and a 403b retirement plan.

PEN America's current policy is that all applicants must be available to work on-site in the office at least three days per week. Most organizational leaders are on-site four to five days per week to effectively supervise staff and fulfill leadership responsibilities. This policy is subject to change.

To Apply:

Please submit a complete application (including a cover letter and resume) via [BambooHR](#). Only complete applications will be reviewed, and only shortlisted candidates will be contacted.

PEN America is an equal opportunity employer that does not discriminate in its hiring practices and is committed to having a workforce that reflects the population that it serves at all levels within the organization.

No phone calls, please.

About PEN America:

PEN America stands at the intersection of literature and human rights to protect free expression in the United States and worldwide. We champion the freedom to write, recognizing the power of the word to transform the world. Our mission is to unite writers and their allies to celebrate creative expression and defend the liberties that make it possible.