



## **Director of Finance and Operations**

**Location:** Remote

**Compensation:** \$90,000-\$105,000 annually, commensurate with experience, plus benefits, 401k nonelective contribution & competitive PTO

**Reports to:** Executive Director

### **About Empowered Network**

Empowered Network (EN) collaborates with survivors of trafficking to achieve their economic independence. Where many services and resources end once the survivor has reached basic stability, EN supports survivors *beyond the crisis* by partnering with survivors to identify and overcome the key employment, housing, and/or education barriers to establishing longer-term financial resilience. Recognized as innovative by US Department of Health and Human Services, this survivor-centered, impact-focused approach has helped over 400 survivors around the country achieve transformational work and education opportunities, build self-sufficiency, and permanently leave the cycle of exploitation. Now that EN has grown to 10 hubs nationwide, an annual budget of \$1.7 million, and 13 full-time employees, EN is well-positioned to continue creating life-transforming opportunities for survivors across the country.

### **Position Overview**

Reporting to the Executive Director, the Director of Finance and Operations (DFO) leads EN's finance function and ensures strong, sustainable systems across operations and data. The DFO is responsible for preparing and monitoring organizational budgets; managing bookkeeping, financial compliance, and reporting; and overseeing core operational processes such as talent acquisition and performance management systems. The role also provides oversight for EN's program data systems, ensuring accuracy and usability for decision-making. As a strategic thought partner to the EN leadership team, the DFO helps shape the infrastructure that supports EN's mission and growth.

The ideal candidate is a strategic, proactive, and well-organized problem solver who has: (1) financial management experience, (2) maintained and improved systems to help organizations increase efficiency and efficacy, (3) experience managing external partner and vendor relationships (with auditors, PEOs, technology contractors, etc.), and (4) a passion for empowering survivors of human trafficking.

### **Responsibilities**

*Finance (50% of time)*

- Prepare and organize daily financials (bookkeeping) and monitor expenses and cash flow regularly (including funding requests for survivors' Empowerment Plans) to safeguard the organization's fiscal health.
- Maintain financial reports in compliance with government awards and restricted funding. Provide monthly top-line reporting and analysis to the EN leadership team, synthesizing insights to guide decision-making.
- Prepare annual budgets aligned with organizational goals and remain responsive to strategic plans and day-to-day realities.



- Manage relationships with finance vendors and contractors.
- Facilitate EN's annual audit, ensuring timely preparation and accurate documentation of financial records.

#### *Operations, Data & Technology (50% of time)*

- Serve as a key thought partner to the EN leadership team, ensuring financial processes (such as fund request approvals) and organizational infrastructure (such as integrations between QBO and Salesforce) align with mission and scale.
- Oversee recruitment and onboarding, collaborating with the EN leadership team to attract and retain mission-aligned talent. Administer HR benefits (including payroll) and maintain accurate personnel records.
- Address and manage ongoing business requirements (such as state registrations).
- Manage relationships and contracts with HR, payroll, and IT vendors and contractors.
- Manage Salesforce intake and program data entry, collaborating with EN advocates to ensure the data is accurate, consistent, and timely.
- Prepare monthly internal program data reports and top-line analysis to facilitate impact measurement and decision-making.
- Identify inefficiencies with technology systems and tools, and coordinate with staff and external vendors to identify, test, and implement solutions.

#### **Qualifications**

##### *Experience*

- 6-10 years of experience in finance and operations, with demonstrated leadership responsibilities
- Minimum of a BA; CPA or other accounting certification preferred
- Proven ability to design and oversee implementation of cross-functional systems
- Experience managing compliance for restricted funding, including government grants
- Experience working with Salesforce, or a similar data or CRM platform
- Proficiency in QuickBooks Online (certification preferred, or openness to obtain)
- Deep experience in Microsoft Excel (budgeting, reporting, and analysis)

##### *Skills and Approach to Work*

- Passionate about supporting trafficking survivors and the anti-trafficking movement
- Strategic and data-driven thinker with a proactive approach to problem-solving
- Highly organized with strong time management skills and attention to detail
- Comfortable working independently and collaboratively in a fast-paced environment
- Excellent interpersonal and communication skills
- High integrity and discretion with sensitive financial and HR information

***Please send a resume and cover letter to [JMerrick@empowerednetwork.com](mailto:JMerrick@empowerednetwork.com) with the subject line "Director of Finance and Operations". Interested candidates should apply by 5pm ET on January 25th.***