



Director of Finance & Administration

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

LPF Culture

The LPF team culture attracts self motivated people who excel in an entrepreneurial environment, thrive in a workplace that invites innovation, and embrace collaboration. LPF is committed to providing opportunities for professional development to all staff. All LPF staff demonstrate a commitment to strengthening communities and a passion for youth sports participation.

Summary of Position:

The Director of Finance & Administration (DFA) supports Leveling the Playing Field's finance and administration departments. Responsibilities include directing and managing finance operations, human resources and administration to support LPF's short- and long-term strategic goals. The DFA is supervised by the Director of Operations, works in partnership with the Executive Director and leadership team and engages on a regular basis with LPF's programmatic staff. The DFA is a full-time, exempt position.

Roles & Responsibilities

1. Financial Operations (60%)

Provide financial oversight support for the organization and be responsible for a range of financial management, from daily operations to high-level reporting.

- a. Assist the Sr. Leadership and Leadership teams with the budgeting and financial planning process. Work with staff to develop and implement programmatic budgets
- b. Work with the bookkeeper to ensure monthly financial statements are properly inputted and coded correctly and communicated to appropriate staff and board in a timely manner

- c. Coordinate the annual audit and tax return with the bookkeeper and auditing firm. Oversee licensing, Secretary of State reporting, annual property tax exemptions, insurance and reporting requirements.
- d. Assist with payroll and benefits related questions
- e. Pay all bills in a timely manner with proper approvals and documentation
- f. Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting. Work with staff to ensure proper documentation and reporting is communicated
- g. Provide budgets and financial reports to staff for foundation grants and track reporting of foundation project/program budgets and expenditures when necessary. Work with the development and management team for timely grant proposals and grant report submissions.

1. Administration (40%)

- a. Create and maintain a system to manage the recruitment and interview process for new hires with assistance from program and management staff
- b. Assist management and program team with administrative aspect of staff reviews and compensation related issues
- c. Work with legal counsel to maintain and renew all state and local charitable registrations
- d. Assist the Development staff with entering donor data into the database and creating donor reports, including helping with donor recognition
- e. Create and manage internal systems to organize corporate documentation including leases, utility agreements, vendor agreements etc..
- f. Assist the operations team with maintaining internal vendor system

Qualifications:

- Someone with a passion for organizational management, creative thinking, and comfort working in a fast paced environment. A background in nonprofit management and a track record in finances, human resources and organizational development are a plus.
- 3-5 years of work experience, preferably in the nonprofit sector and/or in financial or administrative roles.
- Capacity for managing and leading people; ability to connect to staff both individually and in large groups; capacity to enforce accountability; ability to develop and empower leaders from the bottom up and lead from the top down; strong commitment to follow-through; and high emotional intelligence.
- Ability to think strategically, anticipate future consequences and trends and incorporate them into the organizational planning.
- Experience in google suite, quickbooks online and salesforce are a plus

Compensation & Benefits:

- Leveling the Playing Field is headquartered in Washington DC and works out of a corporate office downtown. Our organization follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks or personal work preferences.
- Generous PTO and leave policy
- Benefits include health/dental insurance and 401(k)
- Salary range \$65,000-\$75,000 depending on qualifications and experience

Equity Statement:

Our entire mission is based around the belief that every child deserves to have access to the mental and physical benefits of youth sports participation. Unfortunately, in today's youth sports industry, access to financial resources plays a major role in whether a kid has the opportunity to participate in a sport.

As an organization, we are making significant efforts to create a board and staff composition that will reflect the constituency that we serve so that we can be better stewards of our mission. It is vitally important that we have authentic voices in our internal discussions when determining how to best make an impact on the kids we serve.

How to Apply:

To apply, submit a resume and cover letter to jobs@levelingtheplyingfield.org with "Director of Finance & Administration" in the subject line.