ABOUT PROYECTO PASTORAL at DOLORES MISSION

Proyecto Pastoral was driven by faith and founded in 1986 by community residents and the California Province of Jesuits. Our mission is to empower the community of Boyle Heights through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project, an emergency shelter for men and senior-aged women; IMPACTO, a youth development program for K-12 youth; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for kindergarten, and Comunidad en Movimiento (CEM), a civic engagement and leadership development program. Proyecto Pastoral also serves as the backbone organization for Promesa Boyle Heights, a cradle to career collaborative that is changing outcomes for neighborhood youth. Proyecto Pastoral serves over 6,000 children, youth, families, and individuals annually.

VISION & MISSION

We walk side-by-side and in solidarity with Boyle Heights residents to build a healthy, safe, and thriving Boyle Heights community for all. Proyecto Pastoral's mission is to empower the community of Boyle Heights through grassroots projects in education, leadership, and service.

POSITION SUMMARY

Proyecto Pastoral seeks an experienced and strategic finance and operations leader to serve as its Director of Finance & Operations. The Director of Finance & Operations will report to the Executive Director and will work directly with the senior leadership team and the Board to steward the organization's finance ($5.5M annual budget) and human resources operations. Our ideal candidate is a finance and operations leader who can institute and continuously improve the organization's finance, operations, and human resources practices to support the organization's ongoing growth and impact. This role is ideal for a hands-on entrepreneurial leader deeply committed to equity and justice, believes in restorative practices, understands, values, and respects grassroots and community-driven approaches to problem-solving.

ROLES & RESPONSIBILITIES - Duties include but are not limited to:

Financial Management

- Maintain and improve the financial health of Proyecto Pastoral by analyzing, preparing, and presenting financial reports and statements to the Board and leadership as needed
- Analyze on a monthly basis the general ledger and balance sheet accounts, post journal entries including monthly and yearly closing entries, and ensure monthly account reconciliations
- Bring in-house the currently external accounting services and ensure accuracy of day-to-day financial activities (e.g., payroll, accounts payables/receivables, billings, invoices, contracts)
- Oversee and lead the annual budgeting and planning process in collaboration with the Executive Director; administer and review all financial plans and budgets
- Work cross-functionally with the Development and Program Directors to develop budgets and assemble financial reporting materials and to oversee all program, project, and grants accounting
- Provide strategic leadership during annual audits and serve as the liaison with external auditors, internal staff, and the Board's Finance Committee
- Manage organizational cash flow and forecasting and build budget models and financial projections to support strategic planning
● Institute strong financial and accounting policies and procedures to ensure appropriate internal controls and minimize risk
● Review and oversee the negotiation of all leases and contracts
● Ensure compliance with all financial and contract requirements for city, state, and federal government agencies, and other restricted grants, contracts, and donations

Operations: Human Resources (HR)
● Establish, improve, and oversee the full range of human resources processes and procedures including hiring, onboarding, training, development, talent management, policy development, and employee relations
● Provide human resources guidance to the Executive Director, leaders, and other team members
● Oversee strategy, relationships, and implementation with legal counsel, benefits management organizations (e.g., health insurance, retirement, etc.), and other external HR vendors where needed to guide personnel decisions
● Work closely with the Executive Director to monitor and address legal and governmental compliance
● Implement best in class operations to ensure everyone has what they need to carry out their work
● Collaborate with Executive Director to establish benchmarks, key performance indicators, and reporting standards on an ad-hoc, monthly, and annual basis
● Institute strong internal processes to ensure efficiency and minimize risk
● Coach, develop and empower direct reports

Participate in organization-wide events and activities (e.g. all staff meetings, annual women’s conference, fundraising events, etc). Performs various accounting, administrative, operations, human resources, and other related duties as assigned and required by the role.

SKILLS & QUALIFICATIONS
The ideal candidate is passionate about the mission of Proyecto Pastoral and has at least eight (8) years of professional experience with at least 6+ years of financial management experience:
● Bachelor’s Degree (Accounting/Finance preferred)
● Experience with financial reporting, coordination, and quality/content of financial data; non-profit finance and accounting experience is ideal
● Ability to effectively communicate financial concepts to diverse audiences
● Ability to train, support, and collaborate across teams to build financial, HR, and organizational capacity
● Collaborative, visionary, and innovative leader with strong attention to detail/project management skills;
● Strong ability to problem solve, manage, and prioritize multiple projects simultaneously
● Excellent communication and relationship-building skills;
● Skilled at working and engaging authentically with diverse stakeholders including community members, board members, and donors
● A flexible, resilient, results- and mission-driven leader with a good sense of humor
● Proficiency in QuickBooks, Microsoft Excel, and other enterprise-level accounting software
● Demonstrates enthusiasm for Proyecto Pastoral and a strong commitment to its social justice mission, including its community-building vision and founding Jesuit values;
● Comfortable working in a Catholic faith context and lean grassroots organization
● Valid California driver’s license and insurance
- Bilingual (Spanish/English, verbal/written) are strongly encouraged to apply
- Candidates with shared identities and backgrounds of the community we serve are strongly encouraged to apply

**Location:** Los Angeles, California. The team is currently working on a hybrid schedule (MWF in office/TR - virtual) through the end of the year. The organization is reviewing and determining work location and schedule beginning in 2022.

**Salary:** $110,000-120,000.

**Benefits:** A generous benefits package that includes medical, dental, vision, holidays, paid time off, and cell phone allowance.

**To Apply:** Please submit your application [here](#). Applications will be reviewed on a rolling basis.

**Statement of Non-Discrimination**
Proyecto Pastoral is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.