

## Job Posting

**Position Title:** Director of Finance and Operations

**Department:** Administration

**Reports To:** Chief Executive Officer

**Supervises:** Finance and Accounting functions; Human Resources; Administration

### About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program, and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities, and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy, and code activities focused on making buildings better for people and the environment.

### Position Overview

The Director of Finance and Operations is a strategic and hands-on leader responsible for overseeing NBI's financial management and planning, human resources, and business operations. This role combines the responsibilities of a controller with broader financial leadership, supporting organizational strategic implementation, and growth.

As a key member of the leadership team, the Director of Finance partners closely with the CEO and program leaders to provide financial insight, ensure strong fiscal stewardship, and support effective decision-making across the organization. This role oversees a complex nonprofit financial environment that includes federal, state, municipal, and utility-funded contracts; philanthropic funding; and revenue-generating events and convenings.

The Director of Finance also provides oversight and alignment across Finance, Human Resources, and operational functions.

## Key Responsibilities

### Financial Strategy & Leadership

- Serve as a strategic advisor to the CEO and leadership team on financial planning and organizational sustainability
- Prepare and present financial reports, forecasts, and key insights to the CEO, leadership team, and Board of Directors, translating financial data into clear, actionable insights for audience with non-finance background
- Lead financial forecasting, scenario modeling, and long-term planning
- Support organizational strategy, including growth planning and resource allocation and promote cross-functional collaboration

### Accounting & Financial Operations

- Oversee all accounting operations, including general ledger, reconciliations, payroll and month-end/year-end close, to ensure timely and accurate financial reporting
- Maintain and strengthen internal controls and financial processes
- Lead annual audit and tax filings (e.g., Form 990)
- Ensure compliance with nonprofit accounting standards and regulatory requirements
- Evaluate and improve accounting systems, tools, and reporting processes to improve overall efficiency while ensuring quality
- Supervise and mentor finance and accounting staff, fostering professional growth and accountability

### Budgeting & Financial Management

- Lead the annual organizational budgeting process
- Partner with program and department leaders to develop and manage budgets
- Monitor budget-to-actual performance and identify risks or opportunities
- Oversee cash flow management and financial reserves planning
- Support government and philanthropic grant budgeting, tracking, and reporting

## HR & Operations Oversight

- Provide oversight and strategic alignment for HR functions and develop scalable processes to support organizational growth Partner with HR to support:
  - Compensation planning and salary benchmarking
  - Benefits strategy and renewals
  - Headcount planning and workforce strategy
- Support operational efficiency and vendor management
- Support contract reviews to assess financial and organizational risk
- Enhance cross-functional workflows between Finance, HR, and Operations
- Work across the three core program teams to implement a system for regular work planning and project management, enabling better resourcing, budgeting, and risk management

## Risk Management & Compliance

- Ensure compliance with all applicable federal, state, and nonprofit regulations
- Oversee financial risk management, including insurance and internal controls
- Ensure compliance with grant and funding requirements

## External Relationships

- Manage relationships with auditors, financial advisors, and bank
- Serve as the primary finance contact for external partners

## Qualifications

### Required

- Bachelor's degree in Finance, Accounting, Business Administration, or related field
- 10+ years of progressive experience in finance and accounting
- CPA License
- Strong knowledge of nonprofit accounting principles and financial management
- Experience overseeing full-cycle accounting operations
- Demonstrated ability to translate financial data into actionable insights
- Experienced in people management and change management

## Preferred

- Advanced degree (MBA, MPA, or similar)
- Experience in a nonprofit or mission-driven organization
- Experience overseeing or partnering closely with HR and/or operations functions
- Familiarity with grant-funded environments
- Experience overseeing a team
- Experience using digital tools, including AI, to support accounting and operational management functions.

## Key Competencies

- Strategic thinking with strong analytical skills
- Demonstrated ability to communicate financial information clearly to non-financial audiences, including senior leadership and Board members
- Hands-on and detail-oriented approach
- Strong communication and interpersonal skills
- Ability to work cross-functionally and influence decision-making
- High level of integrity and accountability
- Candidates with substantial leadership experience in accounting and operations management may be considered for a Senior Director role with commensurate compensation.

**Location:** This is a full-time, exempt position with the option to work remotely or from our office in downtown Portland, Oregon. Candidates residing in Oregon, Washington, California, Idaho, Colorado, Minnesota, Wisconsin, Indiana, Pennsylvania, New York, Virginia, Georgia, Massachusetts, and Rhode Island are preferred and encouraged to apply.

## Compensation and Benefits

NBI offers the following for this position:

- Annual salary range: \$ 130,000-\$150,000
- Insurance benefits, 100% of Employee only premiums are paid by NBI: Medical, Dental, Vision, Life, AD&D and Long-Term Disability insurance. New Hires are eligible on the first of the month following the date of hire.
- 240 hours of accrued Paid Time Off (combined vacation and sick time for a full year).
- 11 paid holidays.

- Additional optional benefits available the first of the month following date of hire include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance.
- 401(k) with company and safe harbor match available the first of the month after three months of employment.
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

## To Apply

Email your cover letter, resume, and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Director of Finance and Operations" in the subject line.

Reference and background checks are performed prior to employment. Any applicant with a mental or physical disability who requires accommodation during the application process should contact [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org) to request accommodation.

For more information about New Buildings Institute, visit [www.NewBuildings.org](http://www.NewBuildings.org).

NBI is an equal opportunity employer and is committed to fair and equitable employment practices. We do not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, military status, disability, or any other protected status in our employment practices or programs. We value work/life balance and are committed to supporting our employees' health, well-being, and professional growth.

If you're excited about this role but your experience doesn't align perfectly with every qualification, we still encourage you to apply. You may be just the right candidate for this or another opportunity at NBI.