

Director of Administration



POSITION OVERVIEW:

Compensation: \$65,000 - \$75,000 DOE/neg.
Reports to: President & CEO

WHO WE ARE:

Founded in 1998 by retired Chief of Police Jerry Sanders, the mission of the San Diego Police Foundation is to proudly support America's finest police department by cultivating positive community engagement and helping fund vital equipment and specialized training that ensures peace and safety for all. These efforts enhance law enforcement's ability to protect citizens, apprehend suspects, gather evidence, and give prosecutors the tools they need to increase conviction rates, all of which positively affect social justice and crime reduction in our community. Every dime we raise helps provide our heroic men and women in blue with the equipment, training and outreach programs they need in order to keep our communities safe. Our support includes.:

- Funding critical needs and shortages that shrinking budgets no longer cover.
- Supporting programs that fight domestic violence, online predators, and more.
- Advocating for better safety measures and practices in our communities.
- Strengthening the mutually beneficial relationship between SDPD and the public it serves.
- Raising awareness of the outstanding service the SDPD provides to our communities.

Our team of 7 staff members is based at our office in the Little Italy area of Downtown San Diego. While our fundraising efforts continue year-round, we have historically hosted three major annual events in February, June and September, with an overall total fundraising goal of \$1.5 million. The Foundation is an independent 501 (c) (3) nonprofit organization, governed by a volunteer board of 15-20 of community and business leaders. While we support many areas for the SDPD, we do not fund personnel, regular police vehicles, lethal weapons, officer's uniforms or standard police equipment. As a foundation, we are primarily a fundraising and grantmaking entity, so in general we do not provide direct services. We do operate three programs: our award-winning SafetyNet: SmartCyberChoices®, an internet safety program for teens and adults; *Safety For All*, an education series focused on strengthening the bond between our police officers and the communities they serve; and our K9 Campaign.

POSITION SUMMARY:

The Director of Administration works very closely with the President/CEO, managing all the administrative, operational and financial aspects of the organization, and ensuring we are positioned for growth. In addition to providing close programmatic, project management and administrative support, the Director also serves as a thought partner and sounding board to the CEO. They will be a force multiplier for our organization, standing in for the CEO on occasion and freeing her up to focus on external commitments, governance and fundraising.

As part of our senior leadership team, the Director will lead our continuous improvement efforts, helping us to innovate, improve and grow in everything we do. They will staff the Board's Nominating,

Finance, and Executive Committees and the Board, and assist the CEO with both strategic and succession planning. While our current Director of Administration will be retiring in the coming months, she will be available to facilitate a smooth transition to her successor and will continue to be available to the Foundation on a consulting basis as needed.

The Director of Administration works with a wide array of internal and external stakeholders, including:

- CEO
- Board Members
- San Diego Police Department
- ADP payroll service
- IT services firm
- Staff
- Donors
- Accounting firm
- Other vendors and service providers

Priorities for this position within the first 12 months include:

- Learning the organization inside and out.
- Working closely with the outgoing Director to ensure a smooth transition.
- Managing our transition back to in-person operations with a target date of August 1.
- Completing the revision to our HR manual/employee handbook with post-COVID requirements.
- Facilitating Leading a review of our Board's operating by-laws and updating as needed.
- Assisting with preparations for our first large-scale in-person event, anticipated for March.
- Conducting a review of our current accounting processes and procedures and partnering with our accounting firm to implement recommended updates.

AREAS OF RESPONSIBILITY:

Business Administration

- Contribute to short and long-term organizational planning and strategy as a member of the management team.
- Oversee or implement all administrative functions of the organization.
- Manage document retention and destruction policies and procedures.
- Maintain current records regarding W/C insurance/waiver, W-9s, General Liability Insurance.
- Request bids/quotes annually per policy and for budgeting needs.
- Oversee development, updates & collation of policies & procedures.
- Improve the operational systems, processes and policies in support of organization's mission -- specifically, support better management reporting, information flow as well as management, business process, and organizational planning.
- Streamline, create, and update administrative systems as needed.
- Coordinate Board Meetings and participate in Executive Committee and Finance Committee Meetings.

Fiscal Management

- **Financial Management**

- Provide input into the development and management of the annual and event budgets with the President/CEO.
- Provide supervision and support to Accountant in AP processes.
- Develop, maintain and monitor all fundraising accounting systems and procedures capturing all pledges, billings, and receipts and for the recording of all revenue transactions. Recommend and implement improvements to systems.
- Review/verify weekly AP for accuracy to general ledger and budget categories.
- Ensure payroll, employee reimbursements and biweekly benefits remittance are submitted and processed in a timely fashion.
- Ensure staff credit card receipts are processed in a timely fashion, and review for correct accounting codes.
- Process bank deposits.
- **Accounts Receivable**
 - Review weekly/monthly preparation of deposits.
 - Ensure financial controls, policies and procedures are in place and followed.
 - Manage and Develop Financial processes and procedures to ensure compliance.
- **Month-End Reconciliation**
 - Participate in review and reconciliation of monthly reports from QuickBooks against deposits and payments to ensure they are recorded properly.
 - Participate in review of Monthly Board Financials and other reports as requested.
- **Annual Activities and Audits**
 - Manage and prepare for financial audit.
 - Oversee preparation for annual 990 and serve as liaison with all service providers.

Risk Management

- Serve as primary liaison to legal counsel in addressing legal issues governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.
- Improve processes and policies in support of organizational goals.
- Formulate and implement organizational policies and procedures to maximize output.
- Ensure accidents are reported to appropriate sources, including applicable staff, Board and Worker's Compensation provider.
- Monitor adherence to rules, regulations, and procedures.

Human Resources

- Support the CEO with recruitment and onboarding of new team members.
- Oversee annual benefit updates, including retirement plan and health benefits.
- Support the CEO in scheduling performance review process.
- Process payroll. Maintain vacation and sick leave records.
- Stay current on state and local HR regulations and law and assist with any HR issues that arise with staff. Annually review employee handbook with President/CEO.
- Ensure implementation of Performance Review Process.

Facility Management

- Serve as primary point of contact for property management company and building owner.

- Oversee requests for repairs and property concerns, including building access.
- Communicate messages from property managers to staff.

In-House Technology

- Act as primary point-of-contact for IT professionals and consultants, including those who conduct website development, server and computer maintenance, telephones, etc.
- Lead website development and upgrade projects.
- Assist with website updates and back-end pages on a regular basis.

Other Duties as Assigned

KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:

- Commitment to supporting the people behind public safety.
- Ability to see across the entire organization and has an appreciation for the interconnectedness of all the various areas and functions of the business.
- Organized, linear, and practical thinker who applies a continuous improvement lens to everything they do.
- Ability to be creative and apply solutions-based thinking to challenges and opportunities.
- Highly flexible; enjoys managing multiple projects with multiple deadlines.
- Self-actualized; ability to work with minimal supervision, someone who enjoys “figuring it out”.
- Outstanding oral, written and interpersonal communication skills.
- Articulate, poised and professional.
- Superior attention to detail and problem-solving skills.
- Quick, nimble and flexible work style.
- Strong writing, editing and proofreading skills.
- Excellent organizational, time management, multi-tasking, and planning skills.
- Ability to work autonomously to achieve goals and hold others accountable as well.
- Demonstrates initiative and sound decision-making skills.
- Maintains an upbeat and enthusiastic attitude, even under pressure.
- Willingness to jump in and assist colleagues with a variety of tasks across the organization.
- Ability to handle highly confidential information appropriately.
- Loyal and enjoys working in a small, close team.
- Reliable and self-motivated.

EDUCATION & WORK EXPERIENCE:

- Degree in Business Administration or equivalent, with knowledge of accounting principles.
- At least four years of experience in a nonprofit administrative or management position.
- Proficient with the use of computers and software programs used in finance and business; QuickBooks proficiency preferred.
- Demonstrated experience with all facets of nonprofit management with a focus on administration and finance, and broad knowledge of organizational dynamics and functions such as legal, audit, compliance, budget, and human resource development.

- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Established experience of evaluating, onboarding, training, supervising, and motivating staff.

For more information or to apply, please contact:

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