



Director, Controller

About Robin Hood

Founded in 1988, Robin Hood finds, fuels, and creates the most impactful and scalable solutions lifting families out of poverty in New York City. The largest poverty fighting organization in New York City, Robin Hood partners with top nonprofits in New York City and invests in legal services, housing, meals, workforce development training, education programs, and other vital services that give New Yorkers in need the tools they need to build better lives. The programs it funds are often the first of their kind and serve as demonstration models to identify what works before being replicated in other cities. Because its Board of Directors covers 100% of all administrative, fundraising, and evaluation costs, every dollar donated goes directly to organizations helping New Yorkers in need.

While Robin Hood's primary focus is on New York, its impact extends far beyond the borders of the city. Its pioneering, metrics-based approach has become the gold standard for charities around the nation as Robin Hood works to understand and evaluate the impact of its partners to ensure that its philanthropic dollars are utilized to maximum impact. Robin Hood also supports its community partners and their leaders with financial and strategic support and management assistance that allows those organizations to maximize their impact.

Building on our 30 years of experience, Robin Hood is expanding our impact with an explicit focus on lifting families sustainably and measurably out of poverty through supporting the most effective community partners; influencing public policy; raising our thought leadership profile; importing and exporting effective ideas and strategies nationally; and building new collaborations with strategic partners. As New York City emerges from the worst of the global pandemic, we are focused on getting families back on their feet; getting kids back on track; and getting New Yorkers back to work.

Robin Hood also understands that if we are to support families living in poverty and find permanent pathways out of poverty and towards financial independence, we must become an effective partner with government, especially at the City and State levels. We do this by leveraging the expertise of those who are closest to the challenges of poverty, including community members, community-based organizations, and others with specialized skills and knowledge. We also aim to collaborate with New York City government to fund program and policy innovations that hold the promise of expanding economic opportunity in New York City – providing nimble “risk capital” for high-potential strategies. In this way, we seek to leverage our philanthropic investments by finding ways to advance the highest-impact strategies at scale.

Given its long-standing reputation among influencers and support of over 200 New York City non-profit organizations, Robin Hood has the unique ability to be a catalyzing force for households experiencing poverty, bringing distinct constituencies together to develop and spread the most effective strategies to advance economic mobility in New York City and beyond.

Reporting Relationship

This position will report to the Chief Financial & Operations Officer (CFOO).



Position Overview

The Director, Controller will possess the experience and leadership qualities necessary to independently manage the financial operations of the organization. The Director, Controller will be responsible for ensuring the financial integrity of Robin Hood's books and records, seeking out innovation and furthering efficiencies in all aspects of Robin Hood's financial operations.

The candidate will possess a strong background in accounting, finance, and leadership and be able to provide financial guidance to support the organization's objectives.

Responsibilities

Responsibilities include, but are not limited to:

- Oversee accounting, investing, finance, and payroll operations to ensure the accurate and timely completion of monthly financial statements.
- Manage and oversee all disbursements, ensuring accurate and timely processing of grants and accounts payable (AP), petty cash, employee expense reports, cash control, payroll processing, and corporate and payroll taxes.
- Manage accounts receivable (AR) activities to ensure accurate and timely processing of all components including pledges, billings, and cash receipts.
- Ensure the timely and accurate reconciliation of all cash accounts and manage cash balances for optimal liquidity.
- Support Director, Financial Planning & Analysis with preparation of annual budgets and tracking of revenues and expenditures against approved budgets.
- Establish and maintain controls to ensure the integrity of all systems, processes, and data.
- Maintain and, where necessary, establish all relevant finance and accounting policies.
- Analyze financial results and provide management with an understanding of the organization's financial performance and the financial implications of business decisions and strategies.
- Assure compliance with income tax provisions, including the accurate and timely completion and filing of all tax returns, including 990, 990T, 5500s, and state filings.
- Lead annual audit, prepare audited financial statements, and work with auditors, as necessary.
- Supervise and mentor finance, accounting, and payroll staff, fostering a collaborative and high-performance work environment.
- Conduct performance evaluations and support staff professional development.

Qualifications:

- 10+ years of experience in accounting/finance in nonprofit, public, and/or corporate settings with at least 5 years of managerial experience.
- Demonstrated ability to lead the finance, accounting, and payroll functions.
- Extensive knowledge and understanding of accounting principles and control environments.
- Self-starter, detail-oriented, and problem solver.
- Ability to assess and implement technology to automate and control numerous accounting processes.
- Prior experience managing people.
- Prior experience managing the payroll function.



- Strong interpersonal skills: ability to influence others to achieve objectives, both internally and externally; ability to work with stakeholders at all levels.
- Excellent oral and written communication skills.
- Bachelor's degree and CPA required. MBA desirable.
- Fully conversant with accounting software, with Intacct preferred; familiarity with CRM databases, with Salesforce preferred; advanced knowledge of Excel as well as familiarity with other Microsoft office software.

Diversity, Equity, and Inclusion

Robin Hood is committed to promoting diversity, equity, inclusion, and representation in all aspects of its work. As New York City's largest poverty-fighting organization, Robin Hood believes that building a diverse team is fundamental to its ability to effectively serve and strengthen organizations serving the most vulnerable communities in the city, and to influence the policies that affect them.

Robin Hood believes in the potential that diversity creates – deep and responsive relationships with its community partners; the ability to solve complex problems efficiently and effectively; and, most importantly, the ability of its diverse staff to work to its full capacity.

Robin Hood builds diversity, inclusion, and equity practices into all aspects of its work. Its practices, values, traditions, and beliefs are embedded in the inclusive culture that it creates. Operationally, its formal and informal structures support a work environment that advances the professional development of staff at all levels, allows for innovation, and grounds its work as poverty fighters.

In its workplace, diversity equals representation. Robin Hood seeks to attract and retain a staff that reflects the communities that it serves. Racial and ethnic diversity matter to it, as does diversity among other cultural identifiers (ability, educational background, generation, gender, gender expression religion, immigration status, military status, sexual orientation, socioeconomic status).

Diversity within Robin Hood's staff is enhanced by its efforts at meaningful inclusion. It ensures that team members are empowered to make decisions, offer actionable feedback, and share credit for team success. Further, Robin Hood seeks to develop its talent professionally and has created an intentional focus on mentorship and sponsorship, particularly of junior staff. Its goal is to encourage long term talent retention and engagement, while fostering a culture of innovation.

Robin Hood Guiding Principles

As an organization committed to economic mobility, our work is grounded in the following *Guiding Principles*:

- *Diversity, equity, and inclusion*
- *Proximity and humanity*
- *Risk-taking and innovation*

Our professional community reflects myriad demographic characteristics, perspectives, and backgrounds, which includes various identities that reflect diversity in gender identity and expression, race, ethnicity,



religion, sexual orientation, ability, and socioeconomic status. Our colleagues have access to opportunity and advancement, as we promote fair and equitable treatment and have encouraged participation by underrepresented groups. As a team, we promote a sense of belonging, high levels of engagement, and shared respect.

- Robin Hood puts people first. *Always.*
- Robin Hood is unafraid to take action and create solutions.
- Robin Hood is data driven and heart led.
- Robin Hood works the coat check.

Salary and Benefits

Salary commensurate with relevant experience and qualifications. Robin Hood also offers a full and competitive benefits package that includes, medical, dental and vision insurance, generous retirement contributions, eligibility to participate in paid medical, family and parental leave programs, professional development, cell phone reimbursement, and full-time employees start with 20 days of Paid Time Off (prorated). Eligible for a performance bonus.

The salary range for this position is \$175,000 - \$210,000.

This position is located in New York City.

To Apply

Please visit our website to complete our online application.

Robin Hood is an equal opportunity employer. Applicants from diverse backgrounds and identities are encouraged to apply.

Please note that Robin Hood Foundation has adopted a COVID-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Robin Hood employees are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is approved or as otherwise required by law.