



TexProtects

Champions for Safe Children

VICE PRESIDENT OF FINANCE AND OPERATIONS

DALLAS, TX

JULY 2022



TexProtects
Champions for Safe Children



Prevent Child Abuse
Texas™

The Organization

TexProtects was founded in 2000 as the Dallas-based Child Abuse Prevention Advocacy Commission (CAPAC) to address the critical need for reform in Dallas County's Child Protective Services (CPS). Though the organization has evolved since its founding, eventually becoming today's TexProtects, it consistently utilizes a multifaceted, evidence-based approach to bring awareness to issues surrounding CPS reform, organizing voices speaking to the needs of children at risk of abuse, and aims to activate the most powerful and effective constituency to advocate for change in these issues. Furthermore, TexProtects utilizes short-term solutions to meet the immediate needs of at-risk children, their families and communities while also championing long-term reform by devising scalable and innovative solutions. Ultimately, TexProtects' goal is to create broad, systematic change via major public policy innovations of child protection systems and to leverage private and public funding to scale high-impact prevention solutions.

TexProtects' Mission

TexProtects protects Texas children from the trauma of abuse and neglect and empowers families to thrive through education, research, and advocacy. TexProtects effects change by organizing and educating its members to advocate for increased investments in evidence-based child abuse prevention programs, CPS reforms, and treatment programs to heal abuse victims.

TexProtects focuses predominately on five issue areas across the child protection continuum: child abuse prevention; CPS system and workforce; family preservation; foster care; and transition support for foster youth.

Impact and Collaboration

Recognizing the limitations of a single organization, TexProtects has consistently positioned itself as a coalition-builder and collaborator to advocate on behalf of outcomes for children. Over the last 18 years and 9 legislative sessions, TexProtects has assisted and/or led the passage of 53 bills that have improved the CPS system and fought for and secured over \$200 million for family support home visitation programs that currently serve over 20,000 Texas families. The legislative accomplishments have been achieved with support from many of our collaborative partnerships.

Today, TexProtects is an autonomous, nonpartisan data-driven think tank and advocacy organization designed to educate decision makers, private funders, and the public at large. It remains the only Texas organization dedicated to the main issues of protection, prevention, and the healing of abused and neglected children. Additionally, in 2017, TexProtects absorbed the operations of Prevent Child Abuse Texas

We are looking for self-motivated and purpose-driven individuals to join our collaborative, positive, fast-paced, flexible, and innovative culture!

Job Description

Job Title: Vice President of Finance and Operations

Reports To: Chief Executive Officer

Location: Dallas

Category: Exempt; Full-time



Purpose: The Vice President of Finance and Operations for TexProtects, the Texas Association for the Protection of Children, will work directly with the CEO, external accountant, and lead in managing all facets of the operations to assure implementation and accomplishment of all organizational goals (strategic, fiscal, development, legislative) and to fulfill organizational mission and strategic goals.

Key Responsibilities:

- Implement and maintain the TexProtects' mission, vision, and values
- Develop and/or assure compliance with all necessary policies and procedures
- Implement policies with the CEO
- Ensure that all working processes are designed to support best operational, and financial performance
- Development of the annual budget and provision of monthly/ongoing variance analysis of actual vs budget and grant expenditures

Required:

- A minimum of three years in a nonprofit leadership role
- A minimum of three years managing staff
- Bachelor's degree with master's degree preferred

Position Responsibility

A. Strategic Leadership

- Assist in the implementation of the mission, vision, and strategic plan
- Assure the continued financial and operational integrity of TexProtects
- Assist in the preparation of comprehensive reports as needed for leadership, board, grants, etc.
- Assist the CEO in interactions with all applicable partner organizations that have effect on TexProtects operations
- Oversee the strategic goals set forth by TexProtects staff and leadership and ensure that goals are being met in a timely manner or updating/shifting goals as needed

B. Finance

- Develop and refine organizational annual budget alongside CEO and staff leadership
- Implement annual organizational goals and objectives to meet financial performance and key performance indicators
- Maintain sound fiscal operations including meeting operating goals
- Prepare requests for proposals as needed for leadership, board, grants, etc.
- Lead Board of Directors Finance Committee meetings alongside Finance Committee chair
- Assist in developing, negotiating, and managing all professional services and vendor contracts
- Be familiar with state, regional, and/or national changes in financial, and operational regulations as well as trends/practice standards that will/could impact TexProtects operations
- Develop working contemporary knowledge of Texas and federal tax law as it relates to TexProtects operations
- Oversee monthly incoming bills and outgoing invoice to ensure payments are made on time
- Work directly with external accountant for monthly financial reconciliation

C. Operations/Risk Management

- Manage TexProtects contracts administration
- Work alongside contract IT firm to ensure systems support for staff operations

- Alongside CEO develop and actively participate in TexProtects ongoing quality and team building activities/outings
- Manage facility and contractor agreements and leases
- Maintain a regular presence at each staff meeting, development meeting, and leadership meeting
- Develop and ongoing review and updating of integrated operational risk management plans

D. Organizational Growth

- Develop, implement, and update strategic long-range plans including related strategic plans to support organizational philosophy, goals, and financial objectives
- Actively participate in and support TexProtects fundraising efforts
- Work alongside CEO and Board of Directors Nominating Committee Chair to strategically plan growth for Board of Directors as needed
- Lead new staff onboarding and ensure staff are fully prepared for their first day of work with TexProtects

Additional Technical Skills, Traits and Knowledge:

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Track and measure media and social media engagement.

- High energy and passion for TexProtects' mission is essential
- Professional, dependable, and proactive
- Ability to work in fast-paced environment
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside TexProtects
- Strong organizational and time management skills with exceptional attention to detail
- Advanced knowledge of Microsoft Office Suite: including Word, Excel, PowerPoint, Outlook, OneDrive, and Teams
- Strong Emotional Intelligence

Other Requirements/Work Environment:

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate to high-stress level
- Occasional standing and lifting of at least 5 pounds (during events)
- Long periods of sitting

To apply:

Submit a cover letter and resume containing salary requirements to Jessica Trudeau at jess@texprotects.org by July 29, 2022. A confirmation e-mail will be sent upon receipt of your resume.