



Director of Operations and Finance

Full time role: part time remote/work from home, must be local to Kirkland, WA.

Main areas the position includes: Manage the Operations Team in day-to-day operations, systems, finance, IT and HR.

Your team contribution: Create and manage the valuable and necessary support systems and resources for the organization to continue the mission of ending exploitation around the world.

You'll be successful if: You value excellence and precision. You know accuracy is important regardless of whether anyone is watching, and you strive for excellence in every detail. You take initiative and own projects from the start, follow through on every task, and get things done on time. You are a team player who enjoys bringing people together to accomplish a goal. People enjoy working with you because they know you are dependable. You keep cool under pressure and don't get flustered when new opportunities come along because you know how to prioritize. You find new and effective ways to streamline and create processes to increase efficiency. You're always on the look-out for potential issues so you can tackle them before they occur and you take learnings to ensure any obstacle that occurred doesn't happen again.

Job description: As the Director of Operations and Finance, you'll have the opportunity to create and manage intentional and supportive systems that drive the organization. The Director of Operations and Finance will oversee and manage systems like accounting, IT, HR and others that create the basis on which the core functions of Rescue:Freedom operates.

Your responsibilities:

- Manage and oversee the financial systems for the organization including, daily coding of expenses, accounts receivable and accounts payable, report creation for staff and board, budget creation and support, reconciliations of accounts, and analysis of income and expenses.
- Maintain corporate, state and federal filings and manage profiles and relations with other agencies such as Charity Navigator, BBB, Guidestar and ECFA
- End to end management and review of RF's annual audit and IRS 990 process working with the auditor and bookkeeper.
- Maintain all banking systems to include international wire transfers and other payment systems, daily balance management, and accounts relationships between banks and brokerage accounts
- Oversight and management of the organizations CRM that includes processing of income from several sources, assist the engagement department in the continual scrubbing of donor data and enhancing the system through continual addition of new applications that create more efficiency and better donor care and communication, and working with the CRM (Kindful) support team to solve organizational CRM challenges.
- Oversight of all IT systems and assisting staff with technical challenges, while pursuing and offering creative ways that the organization can improve it's technological capabilities.
- Manage and direct the routine functions of HR, including job posting, interviewing, hiring, onboarding, benefits, performance evaluations, payroll, and other general HR management as needed.

- Responsible for the management of the physical office space on a daily basis that includes stocking of office supplies, managing room reservations and calendar coordination, hosting of drop in guests, and responding to general phone calls, e-mails and mail correspondence on behalf of the organization.
- Manage flow of mail and deliveries through our PO Box as well as our physical location.
- Work to continually evolve, maintain and elevate the IT, Finance, HR and Operational systems for Rescue:Freedom.

You must have:

- Minimum of 5+ years' experience in organizational finance and accounting or experience on a finance team at a fast-growing company.
- Experience in building functional systems.
- Intellectual curiosity and complete professional ownership.
- Fluency and expertise in Excel and Google Suite.
- Strong growth mentality to seek out continuous improvement and development opportunities.
- Flexibility and initiative.
- Team mindset, no ego, positive outlook, fun, and driven by integrity.
- Ability to effectively receive and communicate feedback.
- Self-motivated and disciplined to regularly set and achieve large goals.
- Strength of character that will allow them to empower, support and celebrate the success of others.
- Results-oriented and process driven, with high expectations of self and team.
- Proven ability to work with cross-functional teams and collaborate
- Ability to plan and manage work under time constraints.
- Ability to maintain a high-level of poise and professionalism in all circumstances.
- Exceptional verbal and written communication skills.
- Recognition, understanding and agreement to live by the moral and ethical standards of Rescue:Freedom International, as a faith-based organization committed to Christian principles and practice.

Added plus if you have:

- Experience in HR administration.
- Experience in operational IT management for an organization.
- Experience working in QuickBooks.
- Experience managing annual budgets greater than 5M.
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.

Reports to: Chief Executive Officer
Location: Kirkland, WA.

While we thank all applicants for their interest, only shortlisted applicants will be contacted.

About Rescue:Freedom:

Rescue:Freedom is on a mission to end sex trafficking in our lifetime. Together, we empower the rescue and restoration of women and children, prevent sexual exploitation from ever happening, and turn everyday people into advocates through education. Through a global network of Local Partners, our holistic solution is ending slavery.

At Rescue:Freedom, we believe every human being is made for freedom. Sex trafficking is modern-day slavery and an unacceptable violation of fundamental human rights. We believe in every person's inherent dignity, value, and we seek to empower survivors to thrive in freedom.

Mission Statement:

We exist to empower the rescue and restoration of those in sexual slavery and to prevent exploitation.

Core Values

*Trustworthy
Integrity
Strategic
Servant Leadership
Jesus-centric
Focused on the Mission*

Statement of Faith:

The work we do is informed and motivated by a deep faith in Jesus and a commitment to His teachings. *This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters. If anyone has material possessions and sees a brother or sister in need but has no pity on them, how can the love of God be in that person? Dear children, let us not love with words or speech but with actions and in truth. 1 John 3:16-18*

We believe that all people are created in the image of God with inherent value. They are worthy of love and our best efforts to affirm that value. Our programs serve all people, from all backgrounds, without discrimination of any kind. *He has shown you, O mortal, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God. Micah 6:8*

We advocate for the vulnerable and exploited because we believe there is hope for a restored life and a better future. *"The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free" – Jesus, Luke 4:18*

Statement of Practice:

As followers of Jesus our desire is to obey his teachings in all areas of our lives. We understand that faith is deeply personal and many of us may come from different Christian traditions, but we believe that we are part of "One Body", and united in our faith in Jesus. While some of our views and practices may vary, we share a commitment to Christian orthodoxy and scripture, and a belief that spiritual community is an essential element of how we practice our faith. We share a commitment to "Love the Lord our God with all our heart, with all our soul and with all our mind, and to love our neighbors like ourselves" (Matthew 22:23-40). As a diverse team from many countries, cultures and Christian traditions, we focus on the elements and practices of our faith and orthodoxy that unite us and not divide us.