

Habitat for Humanity Greater Boston Director of Finance and Administration

Organization Background:

Habitat for Humanity Greater Boston (Habitat Greater Boston) was incorporated as a Massachusetts non-profit in 1987. Since then, it has built more than 120 homes in the neighborhoods of Dorchester, Roxbury, Roslindale, South Boston, and suburban communities in Greater Boston, providing housing solutions to individuals with low-to-moderate incomes. Habitat Greater Boston's geographic service area encompasses the City of Boston and its 25 surrounding municipalities. Habitat Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat Greater Boston's homeownership program offers a critical pathway to stability and financial well-being for individuals and families with low-to-moderate incomes. It ultimately leads to improved health, education, safety, and wealth outcomes. Partner families are selected for the program based on their income, level of need, and willingness to partner with us by contributing 250-300 hours to help build their future home and attend first-time homebuyer classes.

Mission:

Habitat Greater Boston improves the lives of hardworking families through access to affordable homeownership. Our unique and empowering model brings together groups of dedicated volunteers and families with low-to-moderate incomes to build affordable and environmentally sustainable homes while strengthening local communities.

Vision:

Inspired by a vision where everyone has a decent place to live, Habitat Greater Boston's overarching goal is to improve the well-being of families with low-to-moderate incomes and interrupt generational cycles of poverty through successful homeownership.

The Opportunity:

This leader will oversee all financial and accounting functions while ensuring that strategies, systems, and processes drive disciplined execution of the mission. As a key member of the senior leadership team, they will help translate vision into action, align priorities across departments, and foster a culture of accountability and measurable results. Acting as a steady,

unifying presence, this individual will strengthen operational discipline, enhance cross-functional collaboration, and position the organization for long-term sustainability.

The Director of Finance and Administration emphasizes clarity, accountability, and alignment—ensuring that every team member understands their role in achieving organizational goals. They foster a culture of trust and continuous improvement, balancing disciplined execution with the development of people and future leaders.

Essential Functions:

Financial Planning

- Serves as a key member of the senior leadership team, contributing to strategy, organizational decision-making, and cross-functional accountability.
- Provides financial leadership and guidance to the CEO, Board of Directors, and leadership team on issues such as alliances, new programs, regulatory changes, and long-term sustainability.
- Develops long-term financial strategies, including real estate and development, in partnership with department heads, for CEO and Board review.
- Produces timely and accurate financial analysis and reporting to inform decisions; meets regularly with department heads to reinforce priorities, share results, and align on execution.
- Designs and implements disciplined financial systems, policies, and processes that support efficient, compliant operations and drive accountability.
- Manages relationships with banks and financial institutions, ensures compliance with loan covenants, and strengthens cash flow and liquidity.
- Oversees cash flow projections, capital planning, and investment of funds.
- Partners with Construction and Homeowner Services on mortgages, pricing, and condo budgets; oversees mortgage origination, servicing, and resale.
- Collaborates with Real Estate Development to negotiate and secure project financing.
- Maintains integrity of all accounting systems and data, including General Ledger, chart of accounts, Fixed Assets, and Inventory.
- Ensures compliance with all financial regulations, contracts, and agreements.

Financial Management

- Oversees all accounting operations, including month-end and year-end close, financial reporting, audits, and tax filings.
- Provides monthly, quarterly, and annual financial statements and reports to CEO, Board, and leadership team.

- Prepares and manages operating and capital budgets and forecasts.
- Advises leadership on contracts, investments, and financial risk.
- Develops project pro formas and cash flow models integrating construction costs, funding sources, and variances.
- Prepares construction cost analysis and reporting for CEO and Director of Construction.
- Produces financial statements for the ReStore.
- Works with Development staff on grants, compliance, and reporting; reconciles Development financials with QuickBooks and Little Green Light.
- Provides financial expertise for grant applications (e.g., FHLBB, MA Empower).
- Establishes and manages corporate insurance policies.
- Trains and equips managers on financial processes, systems, and best practices to strengthen ownership and accountability across the organization.

Collaboration with Human Resources

- Oversees payroll in partnership with HR/Operations staff.
- Participates in benefit plan review and vendor selection.
- Supports HR/Operations in workers' comp audits and compensation/benefits strategies that attract and retain talent.

Leadership & Management (All Managers)

- Models mission, vision, and values; sets department goals aligned with organizational objectives.
- Owns accountability for Finance team performance, KPIs, and priorities.
- Designs and implements systems and processes that improve execution and results.
- Coaches, develops, and manages staff, building a culture of discipline, ownership, and continuous improvement.
- Hires and retains strong team members, ensuring alignment with organizational needs.
- Communicates effectively with staff, leadership, and Board.
- Leads special projects and cross-functional initiatives that strengthen organizational performance.

Supervisory Responsibilities

- Oversees all Finance staff, developing a high-performing, accountable team aligned with organizational goals and priorities.
- Establishes clear expectations and follows through with consistent accountability and feedback.
- Builds team health by fostering trust, open communication, and alignment around shared priorities.

- Ensures team members have the resources, tools, and support needed to succeed.
- Develops future leaders by providing coaching, mentoring, and growth opportunities.

Administrative Functions

- Develops, implements, and maintains systems, processes, and standard operating procedures (SOPs) across finance, fundraising, construction, and administration to ensure efficiency, accountability, and compliance.
- Supports cross-functional integration by aligning administrative activities across departments, serving as a connector between finance, fundraising, homeowner services, and construction.
- Oversees and facilitates organizational use of the EOS/Traction framework, including accountability chart updates, Level 10 meetings, and integrator responsibilities.
- Supports compensation administration, including internal equity considerations, pay structure transparency, and related documentation.
- Produces and maintains administrative reports and documentation (e.g., salary benchmarking, accountability updates, explanatory communications in accessible language).
- Coordinates with HR and external partners on recruitment, job postings, and compensation analysis.
- Oversees administrative aspects of budget management, ensuring alignment between strategic planning and operational needs.

Qualifications:

- Minimum eight years' experience in finance with at least five years of progressive management experience.
- Experience in construction and/or real estate development strongly preferred.
- Experience in nonprofit accounting strongly preferred, including experience with public funding compliance.
- Bachelor's degree in business administration, accounting, or finance; master's degree preferred.
- Thorough knowledge of how to use accounting systems to maximize efficiency and effective support of the organization's operations.
- Experience in creating or updating financial systems and processes.
- Commitment to educating and collaborating with other staff.
- Demonstrated track record of building strong relationships with financial institutions.
- Excellent verbal and written communication skills.

- Excellent analytical and organizational skills.
- Strong ability to align vision and execution, manage competing priorities, and foster cross-functional accountability.
- Proven experience developing and implementing administrative systems, processes, and SOPs across multiple departments.
- Experience managing cross-functional teams or projects requiring coordination between Finance, HR, Operations, and Program staff.
- Demonstrated ability to explain complex financial and administrative issues in clear, accessible language to staff, leadership, and board members.
- Background in compensation administration, pay equity, or HR/Finance collaboration on salary benchmarking and internal equity.
- Strong change management skills, with a track record of building organizational alignment and buy-in for new systems or processes.

Success in This Role Looks Like:

- The organization's financial systems, processes, and reporting are reliable, disciplined, transparent, and drive confident decision-making.
- The Finance team is accountable, aligned, and consistently delivers results that support organizational priorities.
- Cross-functional collaboration is strong, with clear priorities, shared goals, and measurable outcomes.
- Leadership decisions are grounded in accurate financial insight and executed with operational discipline.
- The organization is positioned for long-term sustainability, with strong financial health and a culture of accountability at every level.

Salary range for this position is \$120,000-\$140,000 annually.

Please contact Rebecca Paquette (401-741-4265 / rpaquette@klrsearchgroup.com) or Kristen Rose (krose@klrsearchgroup.com / 617-512-2217) with your thoughts and recommendations.