



Deputy Director of Finance

The Carolina Federation is seeking a values-aligned, full-time Deputy Director of Finance to oversee and improve the financial processes and infrastructure of our as we grow the organization and build political power across North Carolina.

About the Carolina Federation

[The Carolina Federation](#) is a statewide organization that brings people together across race to build a new political majority in North Carolina. Rooted in a culture of belonging, we are building a movement strong enough to win elections and wield governing power in our state. Our work combines the best of Southern freedom traditions: deep base-building, transformative cultural work, power-building issue campaigns, and large-scale voter organizing. We operate through affiliated 501(c)3, 501(c)4, and PAC entities.

In just five years, our chapter-based membership organization has grown to become one of the largest voter engagement operations in North Carolina. In addition to our voter engagement work, we are equally proud to be known for the depth of our leadership development, our democratic endorsement processes, and the governance of the organization by elected member leaders.

Carolina Federation Values

- Commitment to Building Power – through elections, issue campaigns, base-building and organizing, centered around the leadership of working-class people and people of color.
- Commitment to Justice – to racial, economic, gender, and environmental justice and to lifting up the leadership and dignity of the working-class people and people of color; a felt sense of inspiration and alignment with our [DNA principles](#)
- Commitment to Interdependence – bringing your best, relying on the strengths of others, the knowledge that we are responsible for each other's well-being
- Commitment to Integrity – drawing from deep values and beliefs with a track record of honesty and courage
- Resilient, Ambitious, Relentless – leaning on professional and personal support systems and internal resources to sustain yourself in challenging times; believing that you and others are capable of greatness and that victory is possible for our people; getting creative and experimental when things get difficult

About the Role & Its Path to Advancement

The Deputy Director of Finance role is to first learn and then gradually take over direct management of the auditing, tax preparation, budgeting, and financial reporting of our family of organizations, including management of our outsourced accounting team.

In the learning phase the Deputy Director will report to the Co-Executive Director but will work closely with and be learning from the Director of Operations, who currently manages the organization's finances. While proficiency in financial management is a prerequisite for the position, learning to apply these skills to multi-entity and electoral systems is something we are excited to teach. For at least the first six months, the Deputy Director will shadow the Director of Operations and learn our financial structures during a major election year.

As the Deputy Director gains familiarity and confidence with our systems, they will take on more and more responsibility for the management and then the development of our financial systems. Our goal is to promote the Deputy Director of Finance into the Finance Director role within one year after starting employment, depending on the speed of learning and quality of performance.

The responsibilities to be learned and eventually managed include:

Accounting, Auditing, Tax Preparation and Financial Reporting

- Overseeing accounting operations (day-to-day transactions and month-end close processes) and managing our outsourced accounting partner's work, including accounts payable, accounts receivable, expense reimbursements, and general ledger entries.
- Preparing and presenting accurate and timely financial statements for management.
- Facilitate the annual audit and tax preparation process for 501c3, 501c4, and PAC, working closely with our outsourced accounting partner and external auditors.
- Coordinating the transference of financial information by our outsourced accounting partner, and with legal counsel review, to our tax and election reporting partners to ensure compliance with all financial and reporting requirements.
- Preparing financial reports and updates for the Board of Directors and work closely with the Operations Director to address board member questions and concerns.

Internal Leadership and Support

- Providing training and ongoing support for personnel to use finance systems (Sage Intacct, Bill.com, Martus Solutions and Nexonia).
- Managing grant financial reporting and compliance, ensuring accurate reporting of funds.
- Developing a strong understanding of 501c3, 501c4, and PAC financial and compliance regulations.
- Collaborating with other departments to align financial strategies and reporting with organizational goals.

Financial Planning and Budgeting

- Under the direction of the Operations Director, developing and implementing an annual budget and quarterly management forecast process for all entities of the Carolina Federation (501c3, 501c4, and PAC) using Martus Solutions.
- Monitoring budget performance and provide regular reports to identify variances and recommend adjustments in Martus Solutions.
- Providing financial insights to support decision-making across the organization.

Qualifications, Technical Skills and Past Experience:

- The ideal candidate will have three or more years of experience with management-level financial responsibilities for organizations with annual budgets of at least \$2 million dollars
- Proven ability to develop and track annual budgets of \$2 million dollars or more
- Experience managing outsourced accounting, audit, tax preparer, election reporting, and legal partners.
- Exceptional skills in communicating complex financial information to a wide range of stakeholders, especially people with little background in finance
- Demonstrated ability to pay attention to detail, ensuring accuracy in data tracking and written materials

Qualities We're Looking For

- **Rigor, Responsibility & Excellence:** Meticulous about details and passionate about delivering on promises, our ideal candidate generates clarity and trust by communicating expectations, defining roles, and reinforcing agreements. They hold themselves and their comrades to high standards as an act of care and commitment, creating a culture of excellence above and beyond mere compliance.
- **Strategic Thinking, Creativity and Problem Solving:** Must be comfortable anticipating problems and developing proactive and creative solutions, particularly when there may be no available precedents, guidelines, or policies. Rather than getting paralyzed by uncertainty or complexity, we are looking for someone who reaches out to teammates, mentors, and comrades to come up with strategic and sustainable ways to tackle challenges and learn through action. The family of legal entities we use to execute our work is unique, and a creative, adaptive and strategic mindset will be critical to success.
- **Effective Communicator & Collaborator:** Our ideal candidate is a model of collaborative leadership and inspires others to work together to achieve a common purpose. They demonstrate an ability to communicate effectively with members and staff who may not have a background in finance, operations, or compliance.

Benefits and Compensation:

This is a permanent, full-time, exempt, management-level position. The beginning salary is \$87,480 annualized, with opportunity for an increase up to \$93,985 after the first 90 days of employment, depending on performance. Benefits include:

- 100% Employer-paid premium for health insurance (medical, dental, and vision), life insurance, short and long-term disability
- 3% Guaranteed employer contribution to retirement after 6 months of employment
- Generous holidays as well as flexible paid time off
- \$700 Technology allowance for new employees
- 3 Months full-pay parental leave

Location:

This position must be based in North Carolina, with a strong preference for the Triangle or the Triad. We offer a stipend to cover in-state or out-of-state relocation expenses.

Our Operations Staff work in a hybrid manner: primarily remotely but with some monthly in-person staff meetings and member events.

To Apply:

The priority deadline for this position is April 30th. Interviews will take place on a rolling basis beginning on May 6th, with an ideal start in June. However, the position will remain open until filled.

Send us:

- A resume and a brief cover letter explaining your qualifications and what sparks your interest in this position and our organization
- Three references who can speak to a combination of your values and previous work experience

You can email these to sendolo@carolinafederation.org with the subject line “Deputy Director of Finance”.

The Carolina Federation is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, immigrants, and members of the LGBTQ community to apply. We emphasize skill and culture fit and do not require formal education. We encourage you to submit your application if this job excites you!