



Vice President of Finance and Administration

Full-Time, \$100k-\$130k salary, full health/dental benefits, 4% 401k match, gym & technology reimbursements, unlimited PTO

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Organization Overview

Breaktime (www.breaktime.org) is a 501(c)(3) non-profit working to break the cycle of young adult homelessness. We believe that it is time to break down barriers, break apart stigmas, and break into systems that hold back young adults experiencing housing insecurity. Through transitional employment and financial empowerment, Breaktime works to ensure job security, financial security, and ultimately housing security for these young people.

Position

The Vice President of Finance and Administration will be a strategic thought-partner and a hands-on manager and will lead and develop an internal team to support the following areas: finance, human resources, information technology, data evaluation, and facilities management.

The Vice President of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Breaktime continues to enhance its quality programming and build capacity for Breaktime's ambitious plans for growth and impact. This role is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization with high growth potential.

Roles and Responsibilities

Reporting directly to Breaktime's Executive Director, the VP of Finance and Administration will start with two direct reports, the Operations Director and the Human Resources Director (each of whom have their own set of 2-3 direct reports), but the team will grow over time. Within each of the five components of their role, the VP of Finance and Administration will:

- **Finance**

Breaktime is an anti-racist, anti-homophobic organization constantly striving to build a Team and Board that reflect the diversity of the young adults employed in our program. As an Equal Opportunity Employer, Breaktime does not discriminate in its employment decisions on the bases of housing status, race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis that would be in violation of any applicable federal, state, or local law.



- Oversee the Operations Director in directing organizational accounting and finance procedures—this includes bookkeeping, audits, accounts receivable, and accounts payable
- Partner with the Executive Director, Board of Directors, and Operations Director in executing long-term financial plans; maintain a rigorous commitment to putting young adults experiencing housing insecurity first in the way we make financial decisions as an organization
- Oversee the process of managing local, state, and federal government grants and contracts, maximizing the yield of these opportunities (Breaktime seeks for 33% of our revenue to come from government grants and contracts by the end of FY24)
- Ensure Breaktime complies with Generally Accepted Accounting Principles and the rules and regulations of the IRS and state taxing authorities
- Supervise the Operations Director as they prepare and manage budgets and financial reports that help guide the decision-making of the organization—this includes monthly budget v. actual reports, profit and loss statements, balance sheets, cash flow statements, annual and multi-year budgets, etc.
- Oversee organizational record-keeping and compliance—this includes overseeing any audits, ensuring record-keeping practices align with applicable laws and internal policies, and enforcing internal controls to prevent financial mismanagement
- Advise Breaktime’s Executive Director on where we can cut costs, increase revenue, and strengthen long-term financial sustainability
- **Human Resources**
 - Manage and develop the Human Resources Director
 - Shepherd the constant adaptation/improvement of Breaktime’s HR policies
 - Work extensively with Breaktime’s Human Resources Director, staff, Board, current associates, alumni, legal partners, and other stakeholders to ensure that all HR policies align with our mission and values, follow all applicable laws and regulations, and are consistently applied across the organization—this includes policies related to compensation/benefits, performance evaluation, time off, hiring/recruitment, promotions, etc.

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- Lead the adaptation and implementation of an organization-wide Diversity, Equity, Inclusion, and Belonging (DEIB) framework—including the implementation of cross-team trainings, structural changes to the way we work, adaptations to our procedures and processes, etc.
- Advise the Executive Director on organizational development (including organizational structure), talent management, and hiring/firing decisions
- Manage and support the HR Director in mediating interpersonal conflicts on the team, establishing and executing a cross-team professional development strategy, adapting/improving onboarding procedures, strengthening team culture and community, and building stronger recruitment pipelines for staff openings
- Work with the HR Director to ensure that all departments have the right people in the right roles with proper training in order to meet the needs of the organization
- Collaborate closely with the Executive Director, HR Director and senior management to ensure that all Human Resources initiatives are aligned with the strategic direction and goals of the organization
- **Information Technology**
 - Manage the Operations Director in supporting the operational efficiency of all parts of Breaktime
 - Guide the constant improvement of Standard Operating Procedures across Breaktime’s team
- **Data Evaluation**
 - Oversee the Operations Director in performing program evaluation—collaborating with the Programs Team to collect data relative to how Associates/Alumni are performing in Breaktime’s program
 - Lead internal measurement/evaluation: Work with all teams to develop, track, and report on key internal metrics for how each team is performing; support the Programs Team in their impact evaluation work
- **Facilities Management**
 - Oversee the Operations Director in leading any large improvement or buildout projects in the Breaktime office space
 - Lead the development, implementation, and adaptation of facility policies

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Job Requirements

- A clear, unwavering commitment to elevating the power and potential of young people
- A deep, enthusiastic passion for Breaktime's mission
- 10+ years of experience in overseeing both finance and human resources for a nonprofit organization
- 5+ years of experience managing a team
- Documented knowledge of Generally Accepted Accounting Principles with a focus on nonprofits
- Demonstrated ability to manage many deadlines, projects, and relationships
- Exhibit sound judgment with the highest ethical standards
- Strong investment management knowledge
- Quick, nimble learner who excels at mastering new skills
- Extremely details-oriented, organized, and devoted to accuracy
- Excitement for joining a fast-paced team environment
- Outstanding organization and leadership skills– a demonstrated ability to take initiative, stay organized, delegate work, and support team members in meeting responsibilities
- The ability to self-assess, set priorities, self-correct, and ask for help when needed
- *(Preferred)* Some experience in information technology
- *(Preferred)* Some experience in data evaluation
- *(Preferred)* Some experience in facilities management

Salary and Benefits

- \$100k-\$130k salary
- Full health/dental benefits
- 4% 401k match
- Gym & technology reimbursements
- Unlimited PTO
- Professional development opportunities

About Breaktime

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At Breaktime, we have three key values that guide us in our work daily:

1. **Young Adults First:** Elevating young adults experiencing housing insecurity's voices is a core guiding principle behind Breaktime's work, and we do everything we can do to support them.
2. **Radical Inclusion:** To us, radical inclusion is about creating an equitable and welcoming space, particularly for those who are typically not included at the table. This permeates into how we make decisions at Breaktime, and we are grateful for the diverse perspectives that allow us to do so.
3. **Collaborative Innovation:** We refrain from 'reinventing the wheel' and, instead, proactively build strong partnerships with other key stakeholders to more efficiently end young adult homelessness.



Breaktime has been recognized by Social Venture Partners, Forbes 30 Under 30, AIM Next Century Award, and Social Innovation Forum. Breaktime's work has also been featured in Forbes, Boston Globe, NBC, Boston25 News, and more. Breaktime is backed by the City of Boston, Liberty Mutual Foundation, Harvard University, MassMutual, Blackrock, the Boston Foundation, and more.

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