

# Boys & Girls Club of North Lake Tahoe (BGCNLT)

## Director of Finance

***The CEO and Board seek a finance professional to oversee budgeting, forecasting, grant administration, controlling, contract administration, financial planning, audits and banking relationships.***

***This Director will manage the administrative team responsible for: accounting, reporting, payroll, human resources, and facility maintenance and operations.***

***Essential for this role will be a long-term accountability mindset that connects revenue, expenses and value delivered by BGCNLT to constituents in the form of facilities, programs and experiences for children and families.***

[Boys and Girls Club of North Lake Tahoe](#) has been a cornerstone of the North Lake Tahoe community since opening its doors in 1998. With a mission to enable all young people to realize their full potential as productive, responsible and caring citizens, BGCNLT centers its operations around five core programs: Arts; Education and Career Development; Sports, Fitness and Recreation; Character and Leadership Development; and Health and Life Skills.

The organization provides meals, academic support, enrichment programs and caring mentorship in a safe, structured and positive environment for young people before and after school, during holidays and through their summer vacation. The BGCNLT Team is especially focused on serving those living with various disadvantages in ways that allow all children and families to interact on a level playing field. This helps build bridges across the community, in the process strengthening our civil society and ensuring that all children can thrive.

BGCNLT has an annual operating budget of \$4.2M, a well-developed management team, a full- and part-time staff of 60, a committed 10-member Board of Directors, and a 5-member Board of Governors. BGCNLT operates in [four locations](#) serving five counties in two states – California and Nevada. More than 450 pre-K through 12th grade children attend the organization's programs daily, and annual attendance reaches over 1,600 youth.

BGCNLT is entering an exciting period of expansion. New facilities are coming online to house an Early Learning Center for youth ages 0-5, a Teen Center and administrative offices. BGCNLT is preparing for an integrated campaign to build and upgrade properties, expand program capacity and improve programs that deliver long-term impact for youth of all ages across the region.

***This strategic leadership position will be a member of the BGCNLT Executive Team and serve as the "financial right hand" to the CEO. Experience working with a growth-oriented community-based nonprofit is highly desirable.***

### **BASIC FUNCTION**

Reporting to the CEO and working closely with the Chair of the Finance Committee and financially oriented governance Board members, the Director of Finance implements strong, accurate financial budgeting, accounting, controls and reporting for all functions of the Boys & Girls Club.

This role functions as the business management partner and counterpart to the CEO and will be directly and indirectly responsible for all finance, facilities & infrastructure (including IT), HR/Payroll, contracting, and legal functions and affairs of BGCNLT. Many workflows cross departmental boundaries, which means that certain personnel may have dual reporting lines into program and finance areas of responsibility.

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The Director must have strong forecasting, budgeting and controlling skills and be able to coach others in planning and day-to-day management practices that integrate financial discipline into every aspect of BGCNLT's work. The Finance Director will function as an organizational development partner to the CEO and play a productive role in advancing the CEO's vision for how the organization operates as BGCNLT scales. The Finance Director must therefore be part technical expert and part educator/coach. Candidates must be excellent communicators.

The Director will be one of two members on the Executive Team and function as the CEO's right-hand responsible for the organization's finance-related responsibilities, with the understanding that the CEO will set and periodically adjust the organization's course. The Finance Director will ensure that such planning considers operating risk, cash flow and sustainability. This leader will be responsible for translating plans into budgets, reports, operating workflows, various initiatives, capital project investments, set asides to fund maintenance and depreciating asset write-downs, a rainy-day fund and other reserves required for financial strength. Project, fund and management accounting experience are all desired in this leader.

The Director of Finance is equally responsible to the CEO and the Board for delivering clear, accurate and transparent financial information on demand on the state of BGCNLT's finances. The Director of Finance will help ensure the organization's financial and operational infrastructure is strong and that its finances are transparent and in full compliance with regulations and reporting requirements.

**RESPONSIBILITIES**

**IMMEDIATE PRIORITIES**

- Quickly get to know Boys & Girls Club – its people, culture, operating units, constituents, funding and revenue structures, facilities, programs, asset management, staff resources, subcontractors, and current and future needs.
- Establish strong working relationships with the CEO, the Board Chair of the Finance Committee, colleagues on the leadership team and direct reports; establish collaborative working relationships with those with authority over funding sources, community partners and other constituencies; support and guide program leaders as they collect and manage financial data to assure fiscal and programmatic accountability, sustainability, and legal and regulatory compliance.

**CORE RESPONSIBILITIES**

- Partner with the CEO to build a multi-year financial plan, budget and underlying business model that supports the organization's priorities, reflects the organization's internal capabilities and ultimately enhances the long-term financial strength and sustainability of BGCNLT; coordinate with the Board's Finance Committee to ensure they have the information required to advise the organization on near- and long-term financial matters.
- Create a financial plan that considers the short-term and long-term funding requirements of the organization, including its programs, facilities and staffing requirements. Support this plan with specific best-practice financial models that will attract funding such as long-term endowments and other donor incentives.
- Prepare and present key financial information to the CEO and Board of Directors on a regular basis (balance sheet, financial projections, income statements, cash flow analyses, etc.); prepare and share timely financial data that clearly articulates financial performance and health at the departmental, project and program levels.
- Hold all parts of BGCNLT accountable for all aspects of financial management for their functions or practices, including budgets and revenue planning, expense management and all related decision-making.

- Ensure strong internal controls, financial policies and systems for all aspects of financial accounting (in line with GAAP and relevant best practices) to eliminate risks and ensure responsible stewardship of the agency's resources (e.g., accounting policies and procedures, investment management policies, accounting systems and expense systems). Ensure all financial audits and related filings are completed on time and in good standing.
- Manage relationships with government fiscal leads and other key vendors and partners to ensure financial processes between the organizations meet needs, standards and goals; actively support the development function in capital fundraising campaigns, including through direct solicitations and grant requests.
- Be accountable for the financial administration of organizational grants. Prepare invoices and reimbursement forms for all funding sources in a timely manner. Ensure that only allowable expenses are charged to grants. Maintain all financial records for grant contracts. Assist in preparation of grant budget for new grant proposals. In conjunction with the CEO and Resource Development team, monitor grant expenses and request modifications of funding as needed.
- Collaborate with Human Resources to regularly validate that BGCNLT has appropriate and cost-effective payroll and benefits systems (time & leave, training, health and other insurance plans, worker's compensation, long- & short-term disability, pensions, etc.). Audit the programs to support budgeting.
- Provide responsible oversight of all legal, tax and contract management activities; accurately allocate direct and indirect costs; negotiate contracts; coordinate compliance matters including contracts and all federal, state and local laws, regulations and procedures; ensure compliance with terms for restricted gifts are followed and that full audit trails can be traced back to donated amounts; coordinate all BGCNLT legal affairs and relationships.
- Manage funds and contracts to maintain and enhance facilities; evaluate capital expenditures to ensure that such is needed to enhance BGCNLT's productivity, provide services and ultimately minimize overhead expenses; ensure that financial plans incorporate the need for set-asides for ongoing maintenance and depreciation of capital assets; implement project accounting practices and controls for major projects.
- Consult with the organization's outsourced IT manager to help shape decisions on IT functions, including all spending on back office and customer facing systems; ensure that the organization's network infrastructure is secure, scalable and operating at an optimum level, and that finance systems and critical data are redundantly backed up and secured from attack by ransomware criminals and hackers.

### **IDEAL EXPERIENCE and QUALIFICATIONS**

The ideal candidate should have the following experience and qualifications:

- 10+ years' senior leadership experience charged with financial oversight and management in the nonprofit, public or business sector with organizations of comparable size; advantageous but not required is experience with nonprofits focused on youth development and with city, county and state officials.
- Deep understanding of the finance, mechanics and controls of operating across multiple sites and jurisdictions; facility and comfort with technology; knowledge of and experience with project and capital campaign accounting, financial accounting, compliance with government grant terms, and diverse reporting and accountability systems in an organization with a varied range of revenue sources.

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- Formulates and expresses ideas concisely, clearly and effectively, both orally and in writing; the ability to guide and counsel colleagues, partners, employees and others; a mature level of judgment and decision-making in a changing, forward-thinking operating and customer service environment; ability to exercise tact, skill and diplomacy when engaging in negotiations with colleagues, other entities, officials, contractors and employees; a strong focus on cost and using funds effectively.
- A team builder and mentor with outstanding human qualities; one who is straightforward, flexible, shares information easily, listens as well as gives advice and respects the abilities of others; someone who projects trustworthiness, integrity and solidity and guides others in a similar vein; the ability to coach others, leaving those being mentored free to deliver while the Director of Finance monitors.
- Results-oriented, adept at seeing the holistic big picture, planning, prioritizing, organizing and following through; a hard worker with a high energy level; emotionally mature with a sense of humor.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan; intrepid yet tactful; determined yet respectful of others' concerns; someone with flexibility and the creativity needed to find alternative ways to reach funding objectives when barriers arise; a skilled negotiator who does not drive themselves or others into a corner.
- A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a diverse group of personalities with different work styles.
- A hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing a variety of development and advancement activities; emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.

**COMPENSATION**

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

For more information please contact:

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