

## Job Announcement

### **Solar Electric Light Fund Half-time Director of Finance and Operations (Washington, DC)**

(Updated: March, 2009)

The Solar Electric Light Fund (SELF) in Washington, DC, has retained Slesinger Management Services to recruit an accountant and financial manager with international experience to serve as the organization's first-ever director of finance and operations on a half-time schedule (two to three days per week), which could grow to a fulltime position over time. This is an exceptional opportunity for an individual to be part of the senior management team of a nonprofit organization that currently has a budget of \$2.5 million and a staff of seven. Applications will be accepted until this search is completed.

#### **The Organization**

The Solar Electric Light Fund is a nonprofit organization whose mission is to provide solar power to the one-quarter of humanity who live in energy poverty. SELF facilitates the delivery of solar power to remote villages, thereby improving the health, education, agriculture, and economic status of people in the developing world, especially Africa. SELF's projects in countries such as Rwanda, Benin, Lesotho, South Africa, Tanzania, and Burundi power water pumping and drip irrigation systems, health clinics, schools, street lighting, micro-enterprise, wireless communications, and multi-purpose community centers. SELF has also worked – or plans to carry out projects in the future – in Asia, Latin America, and the Middle East.

Founded in 1990, SELF's 2009 budget is \$2.5 million. Revenue comes primarily from private foundations and individuals. Its seven-person staff includes Robert Freling, SELF's executive director since 1997, plus a project director, a project manager, a director of development, a director of communications, and an office and communications manager.

For more information about the Solar Electric Light Fund, please go to [www.SELF.org](http://www.SELF.org).

#### **The Position and its Principal Responsibilities**

A new position, reflecting SELF's recent growth, the director of finance and operations' overriding responsibility is to ensure the fiscal health of the organization. Reporting to the executive director, key responsibilities include:

1. Developing creative and effective financial strategies to convert SELF's plans into reality.
2. Creating processes and systems related to key accounting functions to insure they are as efficient as possible. (At the moment, most accounting tasks have been outsourced to a CPA firm; SELF intends to bring this in-house once the new director has been hired.)
3. Leading an organization-wide process to produce an operating budget that reflects the organization's shared goals and fiscal realities.
4. Producing financial reports that are timely, accurate, and understandable for other staff, the board of directors, and donors.

5. Providing staff and board with financial projections for the future based on sound models.
6. Overseeing the office and communications manager, insuring that administrative tasks involving human resources, information technology, and office management are being carried out effectively and efficiently, especially as the organization continues to grow and SELF needs new systems to support a higher level of activity.

### **Desired Skills and Characteristics**

The director of finance and operations should be:

1. Highly knowledgeable about financial accounting within nonprofit organizations that generate revenue from multiple sources, including restricted grants and fee-for-service contracts.
2. Experienced with the reality of carrying out multiple projects in various developing countries with different currencies.
3. Interested in a hands-on, operations job since much of the finance and accounting work will be carried out by this director and one other staff member.
4. A strategic thinker, who is capable of devising sound ways to finance the organization's future. Expertise in modeling and forecasting is highly desirable.
5. A superb communicator, orally and in writing, especially in articulating financial and other quantitative data to staff, board members, and donors.
6. Adept at using new technology to support the organization's financial management and other administrative systems. Communicating effectively with project staff overseas is essential.
7. Able to insure that SELF's administrative tasks (human resources, IT, office management) are being carried out effectively.
8. Collegial and open. The director of finance and operations must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative.
9. Supportive of the mission of the organization.

### **Compensation**

Salary for this half-time position will be commensurate with experience and qualifications. SELF offers a generous benefits package.

### **To Apply**

Please **e-mail** 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO  
Slesinger Management Services  
301-320-0680

E-mail: [DFOsearch@self.org](mailto:DFOsearch@self.org) (Please include "SELF" in subject line; attachments in Word or PDF. The application will be forwarded automatically to the search firm.)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

*The Solar Electric Light Fund is an Equal Opportunity Employer.*

*Slesinger Management Services 301-320-0680 [www.SlesingerManagement.com](http://www.SlesingerManagement.com)*