

# Director of Operations & Finance

The Director of Operations & Finance will have the opportunity to play a significant role in shaping the expansion of Friends of + POOL's operations. The role will work closely with Friends of + POOL's Managing Director and Board on the development of the first + POOL facility and lead planning and design for its operation (anticipated in Summer 2025). This is a unique opportunity for someone to develop operational capacity during construction phases, oversee facility operations in the pilot year and assess operations and long term planning for the development of + POOL's permanent facility. The role will be responsible for overseeing the financial and administrative operations of the organization including budget management, financial reporting, monitoring cash flow, developing and maintaining best practices and internal controls for company finances and operations, human resources functions, and computer and technical systems management. We're looking for an ambitious individual with an entrepreneurial spirit, but one who is driven by a passion for the environment, public space, and all things New York City. The Director of Operations & Finance reports to the Managing Director.

## Background

Friends of + POOL was born out of an idea for a water-filtering floating swimming pool proposed by four designers, Dong-Ping Wong, Archie Lee Coates IV, Jeffrey Franklin, and Oana Stanescu. The project's design captured the public's imagination and the designers launched a nonprofit organization in 2015 to support its realization with a mission to provide free and safe access to the waters for swimming. Since its founding, Friends of + POOL has developed free learn-to-swim programs, environmental education programs and workforce development programs to prepare New Yorkers for free and safe access to their rivers, while working to fully engineer + POOL's filtration system, establish a public/private partnership with the New York government, advocate for regulatory change to support safe access to city waters and develop + POOL.

**Note!** There is nothing cookie cutter about our work! If you are expecting to do the same thing every day or follow an assigned list of tasks, this is not the role for you. All roles are constantly evolving at Friends of + POOL but the following tasks will help kick you off:

## Responsibilities

### Project Development and Management

- Collaborate with stakeholders to assess operational needs during design phases
- Drive project development to support operational needs for the organization from inception to completion.
- Oversee project budgets, timelines, and deliverables.

**Financial Management and Oversight**

- Manage the organization's day-to-day bookkeeping, overall financial health and compliance & reporting.
- Develop and execute financial strategies, including budgeting and forecasting.
- Ensure compliance with financial regulations and reporting requirements.

**Human Resources and Operations**

- Lead HR functions, including recruitment, onboarding, and employee relations.
- Oversee day-to-day operations, facilities management, and resource allocation.
- Develop and maintain HR policies and procedures.

**Strategic Planning and Stakeholder Management**

- Contribute to organizational strategic planning and goal setting.
- Build and maintain relationships with key stakeholders and partners.
- Represent the organization in external collaborations.

**Desired Experience/Skills****Management and Leadership**

- Experience in real estate development, creative placemaking, and/or capital campaigns
- Proven leadership and management experience, including staff supervision and budget management.
- Strong ability to prioritize, multitask, and adapt to changing priorities.
- Demonstrated success in building and fostering a positive and inclusive work environment.

**Financial Expertise**

- In-depth knowledge of accounting principles, financial management, and budgeting.
- Experience with nonprofit financial operations, including audits and tax filings.
- Proficiency in financial software and systems.
- Minimum three years of bookkeeping experience.

**Operational and Administrative Skills**

- Strong organizational and time management skills.
- Experience with human resources, payroll, and contract management.
- Knowledge of relevant regulations and compliance requirements.

**Communication and Interpersonal Skills**

- Excellent verbal and written communication skills.
- Ability to build and maintain relationships with stakeholders.
- Proven ability to work effectively with a board of directors.

**Technical Skills**

- Proficiency in relevant software applications (e.g., accounting software, HRIS).
- Understanding of facility operations and maintenance (preferred).

- Understanding of traditional pool operations is a plus, though any facility maintenance experience is acceptable.

**Cultural Competency**

- Center principles of equity, inclusion, and belonging in all work, embedding the values in program development and organizational practices and processes
- Demonstrated commitment to diversity within the office and using a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity, and expression, sexual orientation, religion, disability, and socio-economic circumstance
- Commitment to work collaboratively and respectfully toward resolving obstacles and conflicts.

**Note:** This job requires some evening and weekend work. This job is hybrid and staff are expected to be in the office Tues-Thurs, in addition to attending all in-person programs and events.

This is a paid full-time position with health benefits. Starting salary range for this position is \$115K-\$150K. Salary is commensurate with experience.

**To Apply**

To apply, please email a single PDF document including a cover letter, resume, writing samples and salary requirements to [careers@pluspool.com](mailto:careers@pluspool.com) with the subject line “Director of Operations & Finance Submission”. Incomplete applications will not be reviewed.

**Application Tip:** we want to hear your ideas and understand your ability to execute.

Friends of + POOL is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or citizenship status.