



Director of Finance and Operations

September 2024

About The Syria Campaign

The Syria Campaign is a small, fast moving, and powerful human rights organization that is supporting Syria's heroes in the struggle for freedom, justice, and democracy. Partnering with civil society inside and outside the country, The Syria Campaign has moved beyond the limitations of an "online movement builder" or traditional NGO, fusing the best elements of think tanks, creative agencies, and digital mobilization to keep the spotlight on human rights in Syria. Thirteen years since the Syrian people took to the streets to demand freedom and democracy, there are still millions of civilians at risk of military attack, over 100,000 people remain illegally detained and disappeared, and there has been nearly no accountability for the victims and survivors of war crimes.

The Syria Campaign works to help build the power of civil society, advocate for a vision of real peace and justice, and build international solidarity with the Syrian people. With an annual budget of \$2m, they have supported Syrian groups such as the White Helmets rescue workers, helping secure them millions of dollars to continue their life-saving work and making them famous around the world. They've supported the Families for Freedom, a women-led movement of the families of the disappeared in Syria, to ensure their demands are heard. They continue to work with dozens of partners across Syria who trust them deeply.

After thirteen years of conflict and crisis in Syria, the organization is fighting hard to make sure the issues that matter to them and their partners get the focus and support they need. They refuse to let Syria disappear from the attention of the world and they are committed to working until they see justice served.



The Role

Role:	Director of Finance and Operations
Location:	Remote – U.S. Eastern Standard Time
Salary:	\$110,000-115,000
Benefits:	The Syria Campaign embraces flexible work arrangements for its employees and provides 100% Health Insurance coverage, 25 days of PTO, local public holidays, a discretionary break over the end of year holidays and family-friendly parental leave policies, among other benefits.

Job Summary

The Syria Campaign is seeking a collaborative and values-driven Director of Finance and Operations to lead the financial and operational functions of this small, fast-paced human rights nonprofit organization (501c3). In this pivotal role, you will ensure the financial health and operational efficiency of their mission-driven efforts to support Syria's heroes in their fight for freedom and democracy.

As a member of the leadership team reporting to the Executive Director, you will drive financial strategy, overseeing budgeting, cash flow, financial reporting, and grant management, while ensuring compliance with donor requirements and leading annual audits. On the operations side, you will optimize internal systems, ensure HR and legal compliance across global entities, while fostering a supportive environment that values work-life balance and the well-being of the global team. Your deep passion for justice will align with TSC's activist, caring, and compassionate culture, helping to foster a workplace where the global team can thrive personally and professionally.



Responsibilities

Finance

Strategic:

- Lead finance strategy and management for multi-entity, multi-currency budget.
- Develop the annual budget and monitor financial performance.

Budgets and Accounting:

- Manage cash flow, forecasting, and monthly financial accounts.
- Oversee systems for day-to-day financial transactions, including invoicing, payments, payroll, and bank reconciliation as carried out by the Finance and Operations Associate and external accountants.

Audits and Reporting:

- Prepare and present quarterly financial reports for the Board of Directors.
- Lead and oversee annual audits (990s) and manage internal financial controls.
- Manage external financial firm, ensuring accurate financial reporting.

Grants Management and Proposals:

- Develop budgets for grant proposals and monitor existing financial grant reports, ensuring spending is in line with budget and compliance set out by donors.
- Manage grants to other organizations, leading the process for due diligence and ensuring grants to grassroots organizations are compliant and in line with The Syria Campaign's values.

Operations

Strategic and Risk Management:

- Advise Executive Director on organizational governance.
- Lead risk management strategies and initiatives, including on campaigns with security risks, with a particular focus on digital security and freedom of expression.
- Evaluate operational structure and ensure compliance with relevant laws and requirements for the separate legal entities (US, UK and Germany).
- Coordinate with external counsel on legal matters as they arise.

Systems and Technology:

- Optimize operational efficiency to ensure smooth, efficient, and effective workflows.
- Evaluate and manage internal systems to facilitate seamless connectivity and collaboration across a distributed team, utilizing technology to maintain project and operational continuity across locations and time zones.
- Manage digital security, ensuring compliance with laws and regulations including GDPR, ensuring staff and partners are digitally secure.



Administrative Management:

- Oversee and manage vendor relationships (e.g., insurance, health, etc.) across multiple entities and regions.

HR Compliance:

- Serve as primary advisor and point of contact on legal and regulatory compliance and risk management related to employment, terminations and other HR matters.
- Foster a values-driven, inclusive culture that emphasizes creativity, collaboration, and intersectional feminism.
- Mentor and manage the Finance & Operations Associate and other team members, investing in professional growth.

Candidate Profile

Qualifications

- 7-10 years of experience working in non-profit finance or operations, with a minimum of 3 years leading Finance for a small to medium sized non-profit.
- Strong understanding of financial principles and standards in the US (knowledge of UK standards is a plus).
- Proven experience managing operations and diverse teams in a values-driven organization.
- Successful track record developing budgets for proposals and reporting expenditures to foundations and other donors.
- Proficiency in QuickBooks Online or similar accounting software.
- Proven track record of strong administrative and organizational skills to ensure operational excellence and smooth functioning of all organizational processes.
- Self-starter, able to work independently while effectively supporting the team.
- Ability to thrive in a remote work environment within a diverse, distributed team.
- Deep commitment to equity, justice, and human rights in Syria and globally.
- **Preferred:** Experience working across countries, managing multi-currency budgets, managing a program across multiple entities (e.g. c3, c4, 501c3 and/or an international entity) and balancing finance and people operations.
- **Nice to have:** Arabic proficiency.

Values

- We take leadership from our Syrian partners
- We take risks
- We value teamwork
- We are self-starters
- We love what we do
- We are makers



- We are open
- We are communicators
- We support each other through respect and kindness

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job listing page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format:

First Name–Last Name–Document Name–Date (mmyy)–TSC
(e.g., Pat-Jones-CV-0924-TSC or Pat-Jones-CoverLetter-0924-TSC)

Timeline

Closing Date: 18 October 2024 (Early applications are encouraged and will be reviewed on a rolling basis)

Selection Process

All candidates will receive an update regarding their application after the closing date.

Contact Information

If you have any questions about the appointment process, need additional information, or would like to have an informal discussion, please email Nataša Kennedy, the Lead Consultant on this role, at nkennedy@oxfordhr.com.

Equality Statement

Equality and diversity are at the core of The Syria Campaign values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. They do not and will not discriminate on the basis of age, race, nationality or citizenship, gender expression or identity, religion, economic background, disability, or sexual orientation.



About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organization's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com