

January 4, 2018



New Year's Opportunity: Internet Freedom Nonprofit Seeks Experienced Chief Financial and Grants Officer

Are you looking to use your advanced accounting and leadership skills to make the world a better place? Do you care about privacy and personal freedoms? If so, we have just the opportunity for you! The Tor Project, Inc., is a 501(Cc)(3) organization headquartered in Seattle that provides the technical infrastructure for privacy protection over the Internet, helping millions of activists, journalists and others around the world communicate securely. With paid staff and contractors of around 35 engineers and operational support people, plus many volunteers all over the world who contribute to our work, the Tor Project is funded in part by government grants and contracts, as well as by individual, foundation, and corporate donations. Our mission is "To advance human rights and freedoms by creating and deploying free and open anonymity and privacy technologies, supporting their unrestricted availability and use, and furthering their scientific and popular understanding."

We are currently seeking an Experienced Chief Financial and Grants Officer. This senior level position, based in our Seattle headquarters, will report directly to the Executive Director and will manage the offsite Accounting Manager.

The Chief Financial and Grants Officer will serve as the Tor Project's senior grants officer. Grant-related tasks include, but are not limited to:

- Oversee grants and contracts to ensure compliance with funder requirements and progress toward annual goals.
- Maintain positive relationships and communications with applicable government agencies.
- Monitor and track grants through our Granthub software.
- Manage invoicing and billing of federal contracts to ensure full payment is received.
- Communicate the status of grant activities and progress toward objectives to stakeholders.
- Send monthly reports to front line managers indicating the current status of grants worked on by their teams.
- Maintain files and documentation for our federal grants and contracts to ensure accuracy and compliance.

In addition, the Chief Financial and Grants Officer will serve as the Tor Project's senior finance officer. Finance-related tasks for this position include, but are not limited to:

- Maintain accounting controls by preparing and recommending policies and procedures; review and upgrade as needed to ensure accuracy in accounting activities and compliance with any regulatory changes.
- Monitor and project cash flow.
- Provide oversight to ensure accounts payable and receivables are coded and prepared correctly.
- Work with outside auditors and CPA firm to furnish requisite data to ensure timely completion of annual audits and tax filings.
- Work closely with the Executive Director to prepare budgets and financial reports.
- Track expenditures and income of various programs to ensure financial sustainability.

- Send monthly reminders to staff members about filling out their timesheets and expense reports through Harvest software.



The person we seek should have the following qualities, skills, and abilities:

- 5+ years of experience with federal grants and contract acquisition and management
- 5+ years of experience overseeing a nonprofit organization's accounting function; other relevant experience may substitute for all or some of this required experience
- 5+ years of experience working for or with auditors
- Bachelor's degree in business, finance, accounting, or a closely related field is ideal but not required; advanced graduate degree in one of the above fields is preferred; CPA license a plus
- Working knowledge of not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, Subpart F, of the new Uniform Grant Guidance (formerly OMB Circular A-133) and appropriate Code of Federal Regulations
- Advanced skill and experience using QuickBooks, Sage (Peachtree), or some other organizational accounting program
- Must be comfortable working in a paperless office
- Experience creating spreadsheets to be used for predictive modelling
- Alignment with the Tor Project's mission and a passion for privacy and encryption technology preferred
- Experience with FOSS (free/open-source software) preferred
- Proficient understanding of and ability to use technology; willingness and ability to learn and use new technologies
- Conscientious, hard working, and highly organized with superior attention to detail
- Willingness to seek additional assistance when new challenges present themselves

The Tor Project's workforce is smart, passionate, and dedicated. Experience working with open source communities and/or a commitment to Internet civil liberties are added pluses for any candidate applying for this position.

Flexible salary, depending on experience. The Tor Project has a competitive benefits package, including a generous PTO policy; 14 paid holidays per year (including the week between Christmas and New Year's, when the office is closed); health, vision, dental, disability, and life insurance paid in full for employee; flexible work schedule; and occasional travel opportunities. The Tor Project, Inc., is an equal opportunity, affirmative action employer.

This is a full-time position based in our friendly office in Pioneer Square, Seattle, WA. To apply, send a cover letter and your resume to hr@torproject.org with "Chief Financial and Grants Officer" in the subject line. Inquiries about whether this job can be done remotely or part-time will not be answered. No phone calls please!