

URBAN EDGE

DIRECTOR OF FINANCE

<https://www.urbanedge.org/>

The Organization

Urban Edge (UE), a 501c(3) nonprofit corporation, is a national leader in the community development field, known for innovation and excellence. With its heart in Egleston and Jackson Squares, a vibrant, inclusive, and culturally and economically diverse area of Boston, UE works with others across the City of Boston and region to promote high quality, sustainable and affordable communities. Public, private, and non-profit entities turn to UE for its advice and expertise, and as a partner in undertaking complex and transformative urban projects.

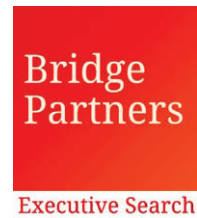
Overview of the Organization and Programs

UE is a community-led and -represented, non-profit community development corporation (CDC) founded in 1974 by Boston community leaders to fight redlining, combat the effects of real estate speculation and the displacement of low- and moderate-income families, celebrate and maintain the racial and ethnic diversity of the neighborhoods and ensure community control of development.

For close to fifty years, UE has proactively contributed to neighborhood revitalization by developing and preserving high quality affordable housing and commercial space in Roxbury, Jamaica Plain, and other neighborhoods of Boston. In addition to four projects currently in development and a robust pipeline, UE's existing portfolio of affordable housing consists of over 1,400 units in the following Boston neighborhoods:

- Roxbury – 956 units at 16 sites
- Jamaica Plain – 116 units in 3 housing sites
- Dorchester – 321 units in 3 housing sites
- Mattapan – 37 units at 1 site

Beyond the bricks and mortar, the organization has built a stellar reputation as a community-builder and has shown dedication to resident engagement and leadership at all levels of its organization. To support the needs of residents and others living in the community, Urban Edge offers a wide range of innovative programs that build financial skills and resiliency, promote and support sustainable homeownership and increase access to needed community resources and services. Program highlights include the following:



Housing and Homeownership	Other
<ul style="list-style-type: none"> • Credit Counseling Boot Camp • Financial Coaching • First-Time Homebuyer Education • Counseling • Foreclosure Prevention Counseling • Home Improvements and Repairs 	<ul style="list-style-type: none"> • Community Advocacy and Leadership • Family Supports • Strong Start Program • Student Loan Borrower Repayment Counseling • Summer Youth Jobs • Volunteer Income Tax Assistance (VITA) Center • Wealth Building

UE is overseen by a Board of Directors, currently composed of 24 civic, community, neighborhood, and resident leaders. UE's agency operating revenue in its most recent consolidated audit was in excess of \$8,000,000. The consolidated total asset position was over \$342,000,000 while the agency total asset position was over \$54,000,000. Currently operating as a community development organization, UE employs approximately 31 staff members, the majority of whom work from its headquarters on Columbus Avenue in Roxbury.

The Role

Location: Boston, Massachusetts

Reports to: Chief Financial Officer

Position Summary

Urban Edge (UE) is seeking a mission-driven, hands-on, and strategic financial leader to serve as its Director of Finance. Reporting to the long-tenured Chief Financial Officer (CFO), the Director of Finance will oversee the organization's accounting operations, financial reporting, budgeting, and compliance functions while supporting real estate development and asset management activities.

This position is designed as a key leadership role and successor position to the CFO, who plans to transition within two to three years. The Director of Finance will be mentored by the CFO and gain exposure to all aspects of UE's financial management, strategic planning, board and committee relations in preparation for assuming the top financial leadership position.

The ideal candidate is an experienced finance professional who brings both strong technical accounting skills and the ability to collaborate effectively with colleagues, senior leadership, lenders, auditors, and public partners. The Director of Finance will be an integral part of a collegial, mission-driven team dedicated to preserving and expanding affordable housing and economic opportunity in Boston's neighborhoods.

Key Responsibilities

Financial Management and Oversight

- Oversee day-to-day accounting operations, including general ledger maintenance, accounts payable and receivable, bank reconciliations, and payroll, ensuring compliance with GAAP and nonprofit standards.
- Supervise and support the Controller and Accounting Manager, fostering professional growth and maintaining a high-performing finance team.
- Ensure accurate and timely monthly, quarterly, and annual financial reporting across multiple entities, including real estate partnerships and the parent nonprofit.
- Lead the development and monitoring of organizational and project budgets in collaboration with the CFO, CEO, and department heads.
- Manage cash flow projections, bank relationships, and financing activities in partnership with the CFO.
- Support the annual audit process and the preparation of Form 990 and other required filings.

Real Estate and Asset Management Support

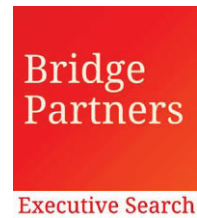
- Partner with the Real Estate team to manage accounting for development projects, including capitalization of costs, tracking of financing sources, and compliance with tax credit and grant requirements.
- Provide financial analysis for refinancing, asset repositioning, and other asset management activities.
- Assist in maintaining fiscal compliance and reporting related to affordable housing developments, including HUD, LIHTC, and city/state funding programs.

Strategic Financial Leadership

- Work closely with the CFO to identify and implement process improvements, automation, and internal control enhancements.
- Participate in long-range financial planning and scenario analysis to support Urban Edge's strategic priorities.
- Present financial information and analysis to the Finance and Audit Committees of the Board of Directors, clearly communicating key insights and trends.
- Serve as a financial liaison to external partners, including lenders, auditors, public funding agencies and investors.

Leadership and Collaboration

- Build and maintain strong, collaborative relationships across departments, providing financial insight and problem-solving support to colleagues at all levels.
- Promote a culture of transparency, teamwork, and continuous improvement within the finance function.
- Uphold and advance Urban Edge's mission, values, and commitment to equity and community impact.



Candidate Profile:

Professional Experience:

- Minimum of 7–10 years of progressive experience in nonprofit, affordable housing, or real estate finance and accounting.
- Strong knowledge of GAAP and nonprofit accounting principles.
- Supervisory experience managing accounting or finance staff.
- Excellent communication and presentation skills with the ability to translate complex financial concepts for non-financial audiences.
- Prior experience working with auditors, funders, and governmental agencies.
- Proficiency with financial management systems and advanced Excel skills.

Personal Attributes:

- Deep commitment to Urban Edge's mission and the communities it serves.
- Collaborative, flexible, and approachable leadership style.
- Strong analytical and problem-solving skills with attention to detail.
- Ability to thrive in a collegial, long-tenured, and supportive workplace.
- Strategic thinker with the ability to balance day-to-day operational excellence with long-term organizational planning.

Education

- Bachelor's degree in Accounting, Finance, or related field.
- CPA certification or advanced degree in accounting, finance, or related field preferred.

Compensation:

- \$140,000 to \$170,000

Urban Edge is an equal opportunity organization. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

**If you or someone in your network is interested in exploring this opportunity,
please submit your resume to:**

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