

## **SouthEast Effective Development (SEED) seeks a finance systems improvement expert for our next Finance Director**

SEED is a nonprofit organization founded in 1975 by community members and activists in the Seattle area. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments with a special focus on residents with fewer opportunities and resources. At the center of our work is a deep commitment to advancing social justice and racial equity; we live that commitment by working in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents, businesses and artists of Southeast Seattle through growing programs such as fiscal sponsorship. Visit our [website](#) and most recent [Impact Report](#) for more information.

Celebrating [our 50th year](#), in 2025 SEED is unwavering in our commitment to the community. We are guided by a five-year [strategic plan](#). Grounded in race and social justice, the plan informs the long-term strategies and day-to-day tactics of SEED's work. In addition to growing the real estate development pipeline, investing in the creative economy, innovating models and centering community is "build up financial health." The Finance Director position is central to the success of this plan.

### **The Community**

Southeast Seattle is a thriving, complex, and diverse community. SEED is proudly headquartered in zip code 98118, which the US Census Bureau previously named the most racially diverse zip code in the nation. It is home to 40 ethnic groups and 60 languages are spoken in the community. SEED was instrumental in the revival of the Columbia City Historic District and has been deeply involved in community issues. The staff and board of SEED are majority BIPOC.

### **Position Summary**

**The Finance Director** is the senior finance leader at the organization and oversees its finances and accounting. Reporting to the Executive Director and working directly with the Board of Directors Finance Committee and Treasurer, the Finance Director has overall responsibility for the financial and accounting activities of SEED. The core task in 2025 is improving and streamlining our complex finance systems. The Finance Director ensures the accuracy of financial records, audits and reports, the integrity of finances, financial policies and procedures to maintain proper financial controls and ethically sound financial management, in support of the agency's mission. Externally, this Director will routinely interact with third party property management companies, key consultants, auditors, lenders, government funders, regulatory agency personnel, lenders and investors.

## **The Opportunity**

Are you ready to serve the community at a dynamic nonprofit grounded in community? In 2025, SEED is furthering predevelopment on our next affordable housing project, completing a single strategic dispossession, strengthening SEED financially, improving our liquidity, and prioritizing the modernization of our financial systems. Our **Finance Director** will be a catalyst for this transformation—driving automation, simplifying complexity, and introducing cutting-edge tools and processes to position SEED for continued growth and impact. This is a unique opportunity to blend mission-driven leadership with a systems innovation mindset.

## **The Organization and Leadership**

SEED generates approximately \$12 Million in annual revenue and has a diverse portfolio of affordable apartment buildings and arts programs. SEED approaches our work with a seasoned team of senior leaders. We are a passionate, collegial group who find joy in our work and are committed to justice in our community. The Finance Director will serve on the staff Leadership team, alongside the Executive Director, Director of Real Estate Development, Director of Asset and Property Management, and SEEDArts Director. The Finance Director will engage directly with the SEED Board of Directors and many community stakeholders. This position oversees a dedicated team of four finance staff and key consultants, who have up to a decade of experience working at SEED.

SEED embraces hybrid and flexible work environments. This hybrid position is expected to work out of SEED's offices in Southeast Seattle at least two to three days a week.

## **Essential Duties and Responsibilities**

### **Finance Systems Strategy & Optimization**

- Lead the strategic transformation of SEED's finance infrastructure, championing automation, data integrity, and integration across platforms.
- Assess, streamline, and enhance all finance-related systems and processes, including budgeting, forecasting, financial reporting, and compliance tracking.
- Spearhead the research, selection, and implementation of new financial systems and tools (e.g., MIP AI automation, Planning Maestro) to improve workflows and reporting capabilities.
- Develop clear, user-friendly financial SOPs and ensure organization-wide understanding and compliance.

### **Financial Management & Oversight**

- Oversee all financial operations, including accounting, treasury, cash flow management, reporting, audits, and compliance.
- Deliver accurate and timely financial statements and reports to leadership, staff, board, and external stakeholders.
- Ensure compliance with GAAP, nonprofit financial regulations, and government funding requirements.

### **Budgeting & Forecasting**

- Lead the annual budgeting process, with an emphasis on digital transformation, automation, and cross-departmental collaboration.
- Build scalable forecasting models that support real-time scenario planning and strategic decision-making.

### **Real Estate & Project Finance**

- Collaborate closely with the Real Estate Development team to manage complex affordable housing finance transactions.
- Provide financial leadership on new developments, refinancings, year-15 exits, and asset dispositions.

### **Audit & Compliance**

- Direct annual audits and ensure continuous audit readiness through systemized compliance and documentation.
- Oversee all tax filings and government reporting, leveraging automation where possible to ensure accuracy and efficiency.

### **Leadership & Culture**

- Supervise and mentor a dedicated team of four finance staff, promoting continuous improvement and professional growth.
- Serve as a key member of the Leadership Team, contributing to organizational strategy and cross-functional alignment.
- Staff the Finance and Audit Committees of the Board, and support executive decision-making with clear, data-driven financial insights.

### **Minimum Qualifications**

- Five years proven work experience as senior finance staff, with a demonstrated track record of systems improvement
- Direct experience with audits, government financing and GAAP
- Demonstrated success in improving finance systems administration
- Experience with property accounting and acquisition transactions
- CPA or BSc or MSC in finance, accounting, or relevant field
- Deep understanding of BIPOC communities and demonstrated cultural competency
- Demonstrated hands-on proficiency with accounting and financial management software (Abila MIP preferred) and expertise in MS Excel
- Ability to explain financial terms in simple language
- Successful history of staff management and collaborative working style

## Desired Qualifications

- Extensive experience with the low-income housing tax credit (LIHTC) program
- Extensive knowledge of the Seattle and Washington State affordable housing and public funding landscape
- Experience working with nonprofit boards and audit committees
- Experience with community and cultural spaces
- Certification from Consortium of Housing and Asset Management (CHAM), National Development Council, Housing Credit Certified Professional (HCCP), or equivalent

## Compensation

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan.

Annual Salary: \$115,000 - \$125,000 depending on experience.

## To Apply:

Send a position-specific cover letter and resume in a single PDF to: [directorsearch@seedseattle.org](mailto:directorsearch@seedseattle.org).

As part of SEED's overall commitment to racial equity, SEED works for affordable housing development that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply. [www.seedseattle.org](http://www.seedseattle.org)

