



On Location. Saving Lives.  
Ending Abortion.

## JOB POSTING:

### Director of Finance & Administration

#### Overview

**Sidewalk Advocates for Life (SAFL)** is a peaceful, prayerful, law-abiding non-profit organization whose mission is to "train, equip, and support local communities across the United States and the world in sidewalk advocacy: to be the hands and feet of Christ, offering loving, life-affirming alternatives to all present at the abortion center, thereby eliminating demand and ending abortion."

SAFL currently has 267 locations across the globe and serves local communities through a comprehensive, 3-point, sidewalk advocacy training, tools, and support program. In its nine-year history on the sidewalk, the ministry has witnessed over 22,000 babies saved, 89 workers leave the business, and 55 facility closures among a multitude of other blessings through God's grace.

SAFL is looking for a mission-oriented, highly-motivated, detail-oriented individual who would Manage all aspects of human resources, finance, and operations.

This is a full-time position 35 hours a week, working remotely. The entire SAFL National Team works virtually, connecting through email, internal communications platforms, and regular video/phone meetings.

We are unable to hire applicants outside of the United States. Please note that if you are applying in a state where we do not currently have employees, there may be a delay in your start date while we obtain the necessary paperwork for you to begin work.

Applicants must own a reliable computer, printer, and have reliable high-speed internet access and telephone service in your home. SAFL does provide a modest technology stipend to purchase necessary equipment. This stipend will be discussed with you if you are selected for an interview.

All applicants must be willing to sign and abide by our Statement of Faith, on the last page.

#### Job Responsibilities

- Oversee Human Resources

- o Working with department heads to draft job postings, recruit, and hire candidates for open positions
  - o Initial interviews of job candidates
  - o Conducting background checks, onboarding, and training new employees
  - o Manage payroll
  - o Manage benefit administration
  - o Ensuring compliance with all state laws and regulations regarding employment
  - o Obtaining all necessary business and tax licenses in states where we hire
- Oversee Finance
  - o Ensure deposits are entered correctly by the Administrative Coordinator
  - o Perform monthly bookkeeping and reconciliations in Quickbooks Online
  - o Oversee annual audit (prepared by third party CPA firm)
  - o Oversee the preparation of annual tax return (Form 990) (prepared by third party CPA firm)
  - o Prepare annual budget, in consultation with the President & CEO and all Department Heads
- Oversee Compliance
  - o Maintain all state charitable solicitation license renewals (approximately 40 states)
  - o Keep up to date with changing employment laws in all states where we have employees (approximately a dozen)
  - o Ensure all payroll and sales taxes are timely and accurately filed
- Oversee Technology
  - o Manage account access and maintenance for all platforms, including Google Workspace, Asana, Knack, and Bloomerang
  - o Answer basic tech questions from employees

## **Key Qualifications**

- Ability to manage tasks and meet deadlines in a complex and constantly changing environment
- A fast learner who can learn new technologies and systems quickly
- Incredible attention to detail
- Experience in managing all aspects of Human Resources
- Working knowledge of Quickbooks Online and accrual accounting procedures
- Expert level knowledge of Google Workspace applications
- Experience with Bloomerang a plus

## **Compensation**

- Salary will be discussed during the interview process
- Four weeks of paid time off each calendar year
- Eight weeks of paid parental leave
- Healthcare reimbursement to cover premiums and other qualified expenses (full-time employees only)
- Flexible, remote schedule, while generally adhering to core business hours

We do not offer a retirement plan or life insurance at this time.

## **Training**

Training will be provided by the SAFL National Team.

## **Contact Information**

To apply, please submit a cover letter, resume, and three references as separate attachments in PDF form to our President & CEO, Lauren Muzyka, at [lauren@sidewalkadvocates.org](mailto:lauren@sidewalkadvocates.org) with the subject line "Director of Finance & Administration."

If selected to interview, we will contact you for 1-2 phone or video interviews; after that, you may be contacted for an in-person interview before a final selection is made.

This position will remain open until filled.

Thank you!

# Statement of Faith

Signed by SAFL Board, Staff, and Program Leaders

Sidewalk Advocates for Life is a cross-denominational, Christian organization that seeks to affirm and promote the intrinsic value of all human life from conception to natural death.

We believe in and adhere to the Bible as the inspired, inerrant, and authoritative Word of God. We further profess the following beliefs and values as necessary for living out the Gospel in our daily lives:

- We believe in the triune God who exists eternally in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe that God the Son, Jesus Christ, was conceived by the Holy Spirit, born of the Virgin Mary, was crucified, died, and was buried; on the third day he rose again; he ascended into heaven, and he will come to judge the living and the dead.
- We believe that God the Father, through His Son, Jesus Christ, calls all of us to deny ourselves, take up our cross, and follow Him, and by His grace, gifts us eternal life.
- We believe in the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.
- We believe that there is one church and one body of Christ, and that all believers in Christ can and should come together in a spirit of unity to promote the cause of life.
- We believe that prayer provides the foundation for all we do, and our relationship with Christ is the source of our strength.
- We believe that God has called us to obey the two greatest commandments, to love God and to love our neighbor as ourselves. In that spirit, we believe that Christ has called us to servant leadership.
- We believe God endows all human life with inherent dignity, and it must be respected and protected from conception to natural death.
- We believe God creates each person with an immutable biological sex, male or female, that reflects the image and likeness of God.
- We believe God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive union intended to be lifelong, and God intends sexual intimacy only to occur within that relationship.
- We believe in the sanctity of the family — a father, mother, and any children — as the building block of society and the church.

I have read, understood, and profess for myself the Sidewalk Advocates for Life Statement of Faith, and I hold to beliefs that are not in conflict with it.

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Print Name

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Signature

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Date