



## **Director of Finance**

Department: Finance & Administration, Regular Full-time, Exempt

Location (in-person Mon-Thurs; remote on Fri) 400 N. Ashley Dr. #1010, Tampa, FL 33602

Reports to: President & CEO

Titles reporting to this role: Accounting Clerk

Application Deadline: March 20, 2026

Relocation: Relocation assistance is not available for this position

Salary: Commensurate with experience

### **Vision**

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour Downtown to live, work, play, and learn.

### **Mission**

As a private non-profit, our mission is to champion the vitality and growth of Tampa's Downtown- convening stakeholders, embracing innovation, and fostering thriving Downtown neighborhoods. Guided by our core values of Innovation, Operational Excellence, Collaboration, Inclusivity, and Integrity deliver services and initiatives that make Downtown a place for all- and we're seeking a Director of Finance who not only manages our finances but also embodies these values in their work.

### **About the Downtown Special Services District**

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District program, the Partnership works to promote the Downtown experience through a multitude of initiatives such as marketing, business development, transportation, planning, and beautification, as well as maintenance and safety with Tampa's Downtown Ambassadors and Clean Team. The Partnership also works with numerous agencies to identify opportunities and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa's Downtown.

### **Position Overview**

We are seeking an experienced Director of Finance to lead our financial operations, strategy, and administrative functions. This role is central to managing financial reporting, cash flow, benefits administration, and the systems that support the organization's stability and long-term growth.

The Director of Finance serves as both a strategic and operational finance leader for the Tampa Downtown Partnership, working closely with the President & CEO and the Board of Directors to ensure strong financial stewardship, transparency, and sustainability.

This is a hands-on position in which the Director produces financial reports, budgets, and compliance materials while managing a small, high-performing team. The Director is responsible for producing accurate financial work, conducting analysis, and translating that analysis into actionable insights. The role also includes delivering clear, compelling financial presentations to senior leadership, the Finance Committee, external partners, the Board, and key stakeholders.

This position blends day-to-day execution with strategic leadership and is ideal for a mission-driven finance professional who is comfortable rolling up their sleeves and contributing directly to the work while thriving in a collaborative nonprofit environment

## **Essential Duties and Responsibilities**

### **Strategic Financial Leadership**

- Serve as a trusted financial advisor to the President & CEO, providing clear insights that inform strategic planning and organizational growth.
- Develop long-term financial models and sustainability strategies that support mission-aligned decision-making.
- Identify financial risks and recommend mitigation strategies to ensure organizational stability.

### **Budgeting & Forecasting**

- Lead and personally execute the annual budgeting process in collaboration with department leaders.
- Prepare multi-year financial projections and scenario analyses.
- Monitor performance against budget, producing timely variance analyses and recommendations.
- Support program and grant budgeting with accurate, compliant financial documentation.

### **Financial Reporting & Board Engagement**

- Prepare monthly and quarterly financial statements, dashboards, and narrative analyses.
- Deliver financial presentations to senior leadership, the Finance Committee, the Board of Directors, external partners, and key stakeholders.
- Translate complex financial information into clear and actionable.
- Ensure timely and accurate reporting to support leadership decision-making.

### **Accounting & Compliance Oversight**

- Oversee general ledger activity and ensure adherence to GAAP and nonprofit accounting standards.
- Manage the annual audit process and serve as the primary liaison to external auditors.
- Ensure compliance with grant reporting, restricted fund requirements & internal financial policies.
- Maintain strong internal controls and support continuous improvement of financial systems.

### **Administration**

- Support funder financial reporting requirements with accurate and timely submissions.
- Collaborate with the leadership team on grant proposals, budgets, and financial narratives.
- Partner with external vendors, banks, brokers, and investment advisors as needed.
- Administer organizational insurance programs, working with brokers to secure adequate and cost-effective coverage.
- Oversee and process payroll including employee benefits and compliance ensuring alignment with organizational policies and best practices.
- Streamline and strengthen financial processes to improve accuracy, efficiency, and transparency.

### **Team Leadership**

- Lead, mentor, and develop a small, high-performing finance team.
- Establish clear performance expectations and foster a culture of accountability and excellence.

### **External & Stakeholder Engagement**

- Support funder financial reporting requirements.

- Collaborate with leadership team on grant proposals and financial narratives.
- Partner with external vendors, banks, and investment advisors as needed.

### **Personal Attributes & Alignment with Mission**

- Mission-driven mindset: Passion for strengthening vibrant, inclusive downtown neighborhoods.
- Innovative thinker: Brings creative approaches to financial planning and problem-solving.
- Operational excellence: Detail-oriented, disciplined, and committed to delivering high-quality outcomes.
- Collaborative spirit: Builds trusted relationships with staff, board members, and community partners.
- Inclusive leader: Values diverse perspectives and fosters and equitable, welcoming environment.
- Integrity and accountability: Operates with the highest standards and transparency.

### **Education & Experience**

- Bachelor's degree in Accounting or Finance (CPA designation a plus)
- 7+ years of progressive finance & accounting experience, including 3+ years in a leadership role.
- Experience in nonprofit, government, or corporate financial management.

### **Skills & Competencies**

- Expert knowledge of GAAP, financial reporting standards, and regulatory compliance.
- Proficiency in accounting software (Quickbooks).
- Advanced Excel and financial modeling skills.
- Proven success leading and developing teams.
- Strong verbal and written communication skills.
- Adept at working in a fast-paced environment with deliverables and deadlines.
- Excellent strategic thinking abilities with demonstrated successful outcomes.

### **Decision Making Authority**

Reporting to the President & CEO, this position exercises discretion and takes initiative to independently manage accountabilities and department staff.

### **Physical Demands**

The incumbent is regularly required to sit for prolonged periods, whether working at a computer or while actively participating in group discussions and one-on-one interactions.

### **Benefits**

- Employer paid Health and Dental Benefits
- Life Insurance
- Matching 401K
- Paid Personal Time Off
- Commuter Transportation Allowance

### **Equal Employment Opportunity**

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices.

### **Why Join Us**

As Director of Finance, you will play a pivotal role in ensuring this Partnership delivers measurable impact for Tampa's Downtown. You'll work with a dynamic, collaborative team committed to shaping a vibrant, inclusive, and innovative urban core where people live, work, learn, and play.

To Apply: Submit a cover letter, resume, and two leadership professional references to [admin@tampasdowntown.com](mailto:admin@tampasdowntown.com). Applications should be received by March 20, 2026.

Disclaimer:

This job description does not constitute a written or implied contract of employment. It is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change the job duties and responsibilities as the need arises.

[www.tampasdowntown.com](http://www.tampasdowntown.com)