**[Business Development Human Resources](https://www.postjobfree.com/resume/adzkf6/business-development-human-ambler-pa)**

**Location:**Ambler, PA

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**Resume:**

JOHN JORDAN

802 Franklin Avenue Croydon, PA 19021 · (215) 715-5681 jjnonprofitconsulting@gmail.com · linkedin.com/in/john-jordan-9b26501

I am a motivated leader with strong organizational and Non Profit Managerial skills.

Areas of expertise include Business Development, Public Policy, Fundraising and Project

Management. A seasoned professional with over 20 years of C-Level management experience with a strong business acumen. I have a verifiable track record of achieving exceptional growth while managing multimillion dollar budgets

EXPERIENCE

OCTOBER 2016 – PRESENT

DIRECTOR OF FINANCE AND OPERATIONS, DISCOVERY CHARTER SCHOOL

Managing all aspects of the organization’s finances and ensuring compliance:

Bookkeeping and related record-keeping, including managing accounts payable and accounts receivable; and maintaining adherence to strong internal controls.

•Generating accurate and timely financial reports, and monitoring and updating cash flow projections.

•Preparing for and coordinating annual financial statement audits and filing IRS Form 990; and ensuring timely and accurate related tax filings and compliance requirements with federal, state and local entities.

•Interfacing with external tax preparers and auditors as needed.

•Driving budget approval processes; forecasting and planning for future revenue needs; and tracking and monitoring budgets and expenses throughout the year; and

•Working with development staff to develop tools to track efficacy of forecasting and spending.

Managing HR functions of the organization, including:

•Managing payroll and interfacing with third-party payroll provider, including onboarding of new employees; and managing employee payroll deductions and/or adjustments in conjunction with third-party payroll provider.

•Maintaining contracts, agreements, and related documents for independent contractors; and monitoring progress toward contract fulfillment.

•Interfacing with health and other benefit plan brokers as needed; managing employee and dependent enrollments and/or adjustments as needed

•Managing operations functions of the organization, including:

•Designing, overseeing and continuously improving operational systems and processes that enable the effective functioning of the team as we grow in size and complexity.

•Ensuring team members have their physical and IT infrastructure and security needs met; Managing day-to-day office administration; and

•Managing relations with service providers and vendors as needed.

JANUARY 2011 – SEPTEMBER 2016

DIRECTOR OF COMMUNITY RELATIONS, NAACP OF PENNSYLVANIA

In this role I spearheaded the organizations Advocacy agenda which includes but is not limited to; Voting Rights Initiatives, Education Funding, Poverty elimination, Diversity Equity and Inclusion and the elimination of Discriminatory practices.

We managed the day-to-day operations of the Pennsylvania office of Community Engagement while overseeing a Statewide team of volunteers.

My team and I worked directly with local, state, and national legislators on Public Policy, helping with the framework of regulatory and complex policy issues. We coordinated workshops with partner organizations on job readiness and programs for youth and seniors.

I was the face of the organization as we maintained relationships with Media, Organized Labor, Clergy, Elected Officials, and Community and Civic organizations.

OCTOBER 2004 – DECEMBER 2010

VICE PRESIDENT, MANAGER III, COMMERCE / TD BANKS

Recognized for achieving multimillion dollar increases in revenue and maximizing customer satisfaction, deposit accounts, and productivity, while consistently exceeding established goals. I possess and demonstrate a comprehensive understanding of industry procedures, regulations, and compliance.

I consistently achieved operational excellence, while providing strategic guidance and coaching to my teammates. I developed, modified, implemented, and monitored incentive programs to reinforce appropriate sales, service and operational behaviors while modeling the same.

I managed a One Hundred Twenty Million Dollar Branch, while overseeing several others as needed.

EDUCATION

SEPTEMBER 1982 –JUNE 1986

TEMPLE UNIVERSITY, BUSINESS ADMINISTRATION

JANUARY 2018-MARCH 2018

CERTIFICATION, CORNELL UNIVERSITY, DIVERSITY, EQUITY AND INCLUSION

ACTIVITIES

Board Member, Bucks County Community College, Diversity Advisory Board Member, Please Touch Museum

2