

## Part-Time Director of Finance and Operations, Lincoln

### Who We Are

Since our founding in 1991, The Food Project has grown into an internationally recognized non-profit organization that works at the intersection of youth, food, and community. For 28 years, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and build local, sustainable food systems. Each year, our youth crews work with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and partner with our neighbors in Lynn and Boston's Dudley neighborhood to create the food system they imagine. We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and to the planet we share, affecting our health, the climate, and culture. Moving into the future, our goal is to transform the food system into a more just, community-engaged model, that supports food security for all.

### What We Seek

The Director of Finance and Operations serves in a multi-faceted role providing leadership, oversight, and management to the overall business practice of The Food Project. This position is directly responsible for budgeting, cash management, financial and tax reporting, as well as high level human resources, facilities, and IT. The position supervises our Business Manager and shares supervision of our Development and Finance Associate who are directly responsible for accounts payable, accounts receivable, payroll processing, benefits enrollment, and day-to-day office and facilities management. The Director of Finance and Operations reports to the Executive Director and is a member of the Executive Leadership Team.

### Qualifications

- B.A. or B.S. required. MBA or MPA highly preferred.
- 5 - 7 years demonstrated experience in managing projects and teams.
- Formal training and/or extensive experience in financial management and human resources.
- Knowledge of, and experience with, labor and tax laws, and regulations for nonprofit sector.
- Demonstrated experience in project management, team supervision, and systems of accountability; able to manage multiple projects and responsibilities at once; ability to meet deadlines.
- Available to work from our Lincoln office 25 hours a week, during normal business hours.
- Proficiency with MS Office Suite, especially Excel and PowerPoint.
- Experience with QuickBooks or similar accounting software.
- Experience with CRM databases, such as FileMaker Pro, Salesforce or Raisers Edge.
- Excellent attention to detail, accuracy, and quality.
- Excellent written and verbal communication skills.

### Responsibilities

#### Finance:

- Develop and manage the organization's \$3MM+ budget; facilitate staff and board participation as appropriate.



- Provide ongoing financial reports to the Executive Director and for Finance Committee and board meetings as requested. Staff the Finance Committee, liaise with the Treasurer, make presentations at committee meetings.
- Produce reports for finance, development, and other staff as needed.
- Oversee and approve payroll and accounts payable.
- Manage cash flow on an ongoing basis to ensure optimal fiscal performance.
- Liaise with auditors to complete the annual audit and tax filings. Monitor compliance with government regulations.

### **Operations and IT:**

- Build operational infrastructure to support the organization's continued growth.
- Support more robust technology platforms and usage for finance, development, outcomes evaluation, and general operations.

### **Human Resources:**

- Review and refine personnel policy handbook. Rebid benefit plans, as needed.
- Lead the effort to define and standardize job titles, responsibilities, and salary bands across departments.
- Collaborate with the Executive Director to oversee and refine new staff orientation, goal setting/tracking, and annual review processes.

### **Facilities and Farms**

- Write and/or sign leases for land and offices. Address any tenant issues.
- Ensure consistent delivery of administrative services.

## **Compensation**

This is a part-time position (25 hours per week) with a salary commensurate with experience and skills. This position is not eligible for health insurance benefits, but is eligible for all other benefits, including a free CSA share.

## **Recruitment Process**

We will review all submissions, identify viable candidates and contact those individuals selected to continue in the search process. The position will be filled when the desired candidate is found.

Please send résumé and cover letter via email to: [directorjobs@thefoodproject.org](mailto:directorjobs@thefoodproject.org).

In the subject line, write your name and the position for which you are applying, e.g. "Jordan Smith – Director of Finance and Operations." Additionally, please be sure to include your name in the title of both your résumé and cover letter.

**The Food Project is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.**

