



## **DIRECTOR OF FINANCE & OPERATIONS**

Updated March 2023

**WHO WE ARE:** FRESHFARM is building a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations. We are a growing non-profit in Washington, DC and through our education, farmers market, community engagement, and food access & distribution programs, we work with upwards of 500 financial customers, including local farmers & producers, community partners, institutional & funders, and individual donors. We currently employ up to 160 staff, including around 55 full-time employees and up to 50 seasonal employees, and operate across DC, MD, & VA. Our Finance & Admin team includes five full-time & one part-time staff in addition to the Director. Together, we support the organization in managing an annual budget of approximately \$9 million.

**WHAT YOU'LL DO:** The Director of Finance & Operations is responsible for oversight of day-to-day finances, internal operations, & strategic decision making. This position will work closely with the Executive Director ("ED") and the Board of Directors to ensure that financial & internal operations are secure and sustainable and that the organization's commitment to equity and transparency is embedded in all finance, administrative, & operational functions. This self-directed leader will also lead & develop their team to build capacity and support the growth & improvement of FRESHFARM's programming.

### **Financial Management (65%)**

- **Accounting and Cash Flow Management:** manage accounting & general ledger functions, production of financial statements, monthly reconciliations, and tax forms for accuracy and timeliness; oversee annual Single Audit; manage cash flow and forecasting; send out digital bill payments & payroll, and enter & secure monthly approval of journal entries.
- **Financial Reporting:** prepare monthly and/or quarterly financial statements, analyses, and dashboards for the ED, Board, and other senior leaders as well as ad hoc reports as requested by funders or other stakeholders
- **Financial Leadership:** work closely with ED & liaise and meet with Board Treasurer & Finance Committee; participate in strategic planning; lead special projects related to improve administrative, financial, and other systems; propose financial & investment strategies; build financial relationships to identify challenges and maximize FRESHFARMs financial opportunities
- **Budgeting:** lead annual budgeting in conjunction with senior leaders, monitor progress & changes, and maintain budgeting & reporting systems to keep leadership & staff informed.
- **Internal Compliance:** enhance, develop, implement, & enforce all operational policies & financial procedures; manage contracts to comply with billing & collection schedules

### Organizational & Team Leadership (15%)

- **Admin & Finance Team Leadership:** build a top-tier team by actively recruiting, training, supervising and developing talented staff, analysts, consultants
- **Senior Leadership Participation:** as member of Senior Leadership Team, take a collaborative approach to problem-solving to grow & lead FRESHFARM

### Internal Operations Management (20%)

- **General Compliance:** ensure policies & procedures are in compliance with regulations & laws
- **Operations Management:** supervise staff to ensure effective management of real estate & office
- **HR Support:** work with HR Senior Manager to coordinate new hire onboarding with work flows

### THE PERKS:

- This is an opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a growing, high-impact organization
- Enjoy a flexible work environment, including the ability to shape a hybrid work schedule with your supervisor.
- Join a collaborative, fun, & hardworking team making critical contributions to the mission of the organization.

### WHO YOU ARE:

**Strong Financial, Prioritization & Organization Skills and Technical Abilities:** minimum 3 years experience in financial management, including a strong knowledge of financial management and GAAP accounting principles, and experience with budget and business plan development

- Strong working knowledge of Quickbooks Desktop & proficiency in Google Suite required
- Non-profit financial management & accounting experience preferred

### Demonstrates FRESHFARM's Values of



**Continuous Improvement:** Promotes excellent performance in self and others and lead a team in an environment that values continuous improvement. Supports learning through mistakes and values improvement over perfection. Optimistic approach in the face of challenges. Minimum 2 years of supervisory experience.



**Collaboration:** Strong interpersonal skills, including navigating and resolving conflict in a manner that values and respects relationships. Successful at collaboration and communication, both virtually and face-to-face, and takes creative approaches to ensure staff and other stakeholders with varied financial literacy are included and supported. Supports staff by leveraging their strengths and is willing to pitch in on all types of tasks when needed.



**Inclusivity:** uses an equity lens in decision making and is aligned with FRESHFARM's commitment to anti-racism.



**Integrity:** Exercises sound judgment in maintaining the confidentiality of sensitive information.



**Innovative Leadership:** Develops innovative solutions for increased effectiveness while maximizing available resources.



**Transparency:** communicates clearly, and in a timely manner with all staff & stakeholders regarding critical financial and operational information to ensure that all have a picture of the financial health of the organization

#### THE DETAILS:

- This is a full time, exempt position compensated with an annual salary of \$85,000 - \$95,000
- A typical schedule is Monday - Friday during normal business hours. This role may require infrequent evening or weekend hours to meet with non-staff stakeholders, including farmers & producers and the Board; in these cases, other hours can be flexxed as needed.
- The person in this position can work primarily at our office or remotely. They will need to be able to attend monthly leadership meetings at the office\*, and attend other team meetings in person as needed to communicate significant financial or operational updates.

*\*Must be fully vaccinated against COVID-19 (requirement to use the FRESHFARM office)*

- All full-time employees are required to use a personal laptop; a \$1000 tri-annual stipend is provided to purchase and maintain this personal device, as needed. Must also have access to a personal cell phone; \$25/month stipend provided for use.
- All full-time employees receive 72 hours annual sick leave, 11 annual holidays (8 hours each), 3 floating holidays per year, and 80 hours of annual vacation leave (with increases after 3 years of service). Also eligible for 12 weeks paid parental leave, 2 weeks prenatal leave (through DC paid family leave), and bereavement leave (as needed)
  - Typically, FRESHFARM offices close for a 1 week winter break, which includes paid time-off for salaried employees.
- Eligible to enroll in 100% employer covered healthcare, as well as generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP).
- Eligible to contribute to a 403b plan (opt-in; roth or post-tax).

#### EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. **We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities.** We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin,

gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.

**HOW TO APPLY:**

- Interested candidates should upload a resume and complete a few questions about their interest and qualification [via our application form](#).
- Applications will be reviewed on a rolling basis, with the goal of a mid-June start date. We encourage you to apply as soon as possible!
- Candidates selected to move forward will be asked to complete a task to assess their skills and may be invited for an interview. Finalists will also be asked to provide two professional references.