

Job Title: Director of Finance & Operations

Reports To: Managing Director

Location: Denver, CO with option to work remotely from home

Position: Full-time with benefits

Salary Range: \$62,000-\$70,000 depending on experience, plus comprehensive benefits

The Director of Finance & Operations is responsible for overseeing the business and office operations, including finance and human resources, by aligning and managing business functions to support strategy, fundraising, and policy and program implementation. Other key duties include business planning, organizational structure management, and facilities management. This position works closely with and reports to the Managing Director.

Nourish Colorado offers a comprehensive benefit package including: Health, dental, and vision insurance; Life insurance; Short- and long-term disability; 401K match; Flexible spending accounts.

GENERAL RESPONSIBILITIES

Business Operations

- Align strategic plan with operational capacity by developing an effective and well-executed annual business plan in close conjunction with the Managing Director.
- Oversee effective administration of operations
- Review and understand operational implications of all notes, agreements, and other instruments made and entered into and on behalf of the organization
- Develop and manage processes for coordination and integration across organizational initiatives
- Develop and support office technology and management systems (file sharing, software, etc.)
- Manage all business accounts and contracts (benefits, legal, rent, etc.)

Financial Management

- Develop organizational budget in conjunction with Managing Director
- Execute fiscal management responsibilities that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position, working closely with accounting contractor
- Ensure that resource development strategy aligns with organizational needs and programmatic operations sufficient to ensure the financial health of the organization.
- Manage financial planning, budgeting, investments, reporting, and forecasting processes, working in close collaboration with Executive Director and accounting contractor
- Manage accounting and bookkeeping external contractors
- Oversee audit process by acting as internal point of contact and responding to data requests
- Ensure appropriate internal controls are in place to safeguard organizational assets
- Report out, as needed, on financial matters to Nourish Colorado's board of directors and finance committee; Work with and support contract bookkeepers to submit proposed annual budget and monthly financials to the Board
- Work with staff to understand, monitor, and implement project budgets
- Work with program staff to prepare grant budgets for government and foundation grant requests and reporting; assist with financial strategy for grant applications

Human Resources

- Develop, implement, and manage human resources policies and procedures (benefits, personnel policies, etc.)

- With the Managing Director, develop and manage staffing structure that will best accomplish the organization's vision
- Collaborate with and supervise staff
- Develop processes for hiring and retention of competent, qualified staff

Professional Qualifications Needed

- Strong financial management skills, including experience with budget preparation, analysis, decision making, and reporting, preferably in a nonprofit environment
- Five or more years serving in a business, finance, or operations role of a nonprofit or community organization or other business
- Demonstrated experience in developing and managing organizational budgets
- Demonstrated aptitude for high-level strategic thinking and planning
- Demonstrated ability to oversee and collaborate with staff
- Solid organizational abilities, including planning, delegating, program development, and task facilitation
- Strong written and oral communication skills
- Strong work ethic with a high degree of energy

Desired Qualifications

- Understanding of and commitment to advancing equitable and nourishing food systems in Colorado
- Strong commitment to our organizational values (see below) and particularly to our work to ensure that our decisions, actions, and allocations contribute to an equitable, multicultural, and multiracial society with distributed and shared power.
- Previous nonprofit experience

About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should ***not*** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized in order to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here:

<https://nourishcolorado.org/about/>

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

Please submit your resume/CV and a cover letter describing your interest in this position to Wendy Peters Moschetti at wendy@nourishcolorado.org by August 30th 2021 or until filled