

Job Title: Senior Director of Finance & Administration

Reports To: Executive Director

Location: Denver, with option to work remotely from home 2-3 days/week

Position: Full-time with benefits

Salary Range: \$90,000-\$95,000 depending on experience, plus comprehensive benefits

About Nourish Colorado: We are changemakers who strengthen connections with and between farms, ranches, and communities so that all Coloradans have equitable access to fresh, nutritious foods. We achieve our mission by engaging in policy advocacy for systemic change, managing innovative programs, and developing community partnerships and grassroots networks to rebalance the food system and create healthy food environments.

We hold many values sacred in our work, a primary one being building an organization that at its core is focused on equity. We work to establish practices and policies that advance multiracial and multicultural shared power in the food systems space specifically. We aim to do this throughout our organization – from who and how we hire, to where we bank, with whom we advocate, how we write grants and how close we hold our partnerships. To learn more about our vision, values, and organizational commitments please visit us at <https://nourishcolorado.org/about/>. Please read on and apply to join our diverse team of food systems and non-profit leaders and to help us do all of this better.

Position Description: This new position will work in close partnership with the Executive Director as a thought and strategy partner and will help a small but growing non-profit grow in equitable, transparent, fun, and joyous ways. The Senior Director will be responsible for overseeing the office, business, and financial operations of Nourish Colorado. Primary duties will include developing annual organizational budgets; supporting staff in developing and managing project budgets that advance our mission, implement our work efficiently, and stay on target; and, working closely with Nourish accountants to ensure the financial resiliency of a growing organization with several complex federal and state grants and contracts. The Senior Director will also supervise and support a cohesive strategy for the Nourish Operations Team, which includes the Director of Business & Human Resources, the Office/Project Specialist, as well as contract non-profit accounting partners and a contract grants manager.

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 offers comprehensive benefits including: Health, dental, and vision insurance; life insurance; short- and long-term disability; 401K match; unlimited PTO policy; flexible spending accounts.

GENERAL RESPONSIBILITIES

Organizational Strategy

- Align strategic plan with operational capacity by developing an effective and well-executed annual business plan in close conjunction with the Executive Director.
- Strategic support and management of Nourish Colorado's Operations Team, which includes admin, HR, contracts, and strategic planning.
- Meet regularly with the Executive Director to review and improve office operations, policies, and procedures.

Financing & Budgeting

- Develop organizational budget in conjunction with Executive Director
- 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

- 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 values, 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 external accounting contractors
- 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 accountants to submit proposed annual budget and monthly financials to the Board

Team Management

- Support, develop, and manage a cohesive Operations Team (includes finance, HR, administrative), that is integrated with project staff and advances Nourish Colorado's mission, vision, and values.

Professional Qualifications Needed

- Strong financial management skills, including experience with budget preparation, analysis, decision making, and reporting, preferably in a non-profit environment, as well as budget management
- Five or more years serving in a business, finance, or operations role of a non-profit or community organization or other business
- Proven experience managing diverse teams and team members
- Robust project management and organizational abilities, including planning, delegating, program development, and task facilitation
- Understanding of non-profit HR and administrative functions and requirements
- Demonstrated aptitude for high-level strategic thinking and planning
- Demonstrated ability to oversee and collaborate with staff
- Strong written and oral communication skills
- Strong commitment to our organizational values 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.

Desired Qualifications

- Understanding of and commitment to advancing equitable and nourishing food systems in Colorado
- Previous non-profit experience
- Experience managing audit processes and complex government grants

Submission

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 January 13th 2023 or until filled. Questions can be submitted to Wendy via email only, no phone calls please.