Finance and Operations Director

About the National Farm to School Network
National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into schools and early care and education settings. Farm to school activities, when firmly centered in equity, can create opportunities for children and families to make their own food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state, regional, and national levels to connect and expand the farm to school movement. Our network includes national staff, partners from states, Washington D.C., U.S. Territories, and Native nations, an advisory board, and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description
The Finance and Operations Director will provide financial management and budgeting leadership for the organization, develop and implement organizational operations, and lead personnel planning and performance management procedures, all with support from Tides Center staff. Responsibilities for this position include participatory budgeting, ensuring transparency in organizational policies and spending, and accountability within NFSN and externally with partners. The ideal candidate will bring exceptional skills in internal organizational transformation, work well as part of a team, and is passionate about NFSN’s mission and Call to Action. Success in this role requires the Finance and Operations Director to implement NFSN’s values in finance, operations, and human resources practices. This is a full time, 40 hour per week position that reports directly to the Interim Co-Executive Director.

Essential Duties and Responsibilities
Coordinate with people across the organization and with Tides to ensure that finance, operations and human resources support all staff in being efficient, effective, and values aligned.

Financial Management (40%):
- Develop and monitor budgets using equitable practices (organization, program, and project)
- Provide financial forecasting, analysis, and financial reporting to NFSN’s leadership and funders
Submit accounts receivable, accounts payable, and staff purchase cards (NetSuite, Wells Fargo Commercial) for Tides processing
Reconcile financial accounts monthly and process reclassifications promptly
Maintain NFSN's compensation system and monthly salary allocations
Develop and implement appropriate fiscal and cost-containment policies and controls
Identify and communicate critical financial matters in a timely manner and provide guidance on appropriate follow-up actions

General Operations (30%):
- Develop and update internal process to ensure overall organizational efficiency and success
- Identify, purchase, and maintain organizational systems (Dropbox, Google Suite, Slack, Salesforce) and equipment (computers, software) used by staff
- Manage NFSN's contracting process (consultants, events) and advise staff on contract set-up and monitoring
- Lead planning and implementation of NFSN monthly, quarterly and in person staff meetings; provide support for programs, policy, and partnership meetings as needed
- Provide support for NFSN's signature events including partner and movement meetings, the National Farm to Cafeteria Conference, and National Farm to School Month
- Manage NFSN's relationship with Tides Center including regular check-ins with the project team and issue resolution
- Review and approve staff timesheets. Ensure federal time tracking and lobbying reports are completed
- Manage NFSN calendars including the “Priorities” and “Birthdays” calendars

Human Resources (30%):
- Oversee the development and implementation of staff hiring, onboarding, and exiting procedures; maintain staff records
- Provide leadership for performance management policies and practices that center equity and support staff dignity
- Lead planning for staff-wide team and capacity building activities
- Manage the monthly staff satisfaction survey; address relevant suggestions and requests
- Process all human resource related actions through Tides’ Salesforce
- Ensure staff have access to and are aware of Tides personnel policies, including benefits available; develop and oversee supplemental NFSN policies
- Communicate any critical personnel-related issues to the Executive Directors(s) and Tides Human Resources; support resolution as needed

Other Duties and Responsibilities
- Prepare for and participate in staff meetings
Complete organizational reporting and tracking activities
Attend relevant conferences and events, on behalf of NFSN, as needed
Participate in organizational initiatives and committees, including those related to advancing equity
Travel as needed

**Education and/or Experience**
At least 5 years of demonstrated success in the following:
- Budget development and monitoring, including equity centered approaches and practices
- Financial analysis and forecasting
- Managing salary allocations and time tracking
- Financial management for federal funding
- Developing and managing systems and processes
- Human resources and performance management

The following is preferred:
- Lived experience from communities that NFSN seeks to partner with and support, including BIPOC communities
- Events management, including virtual and in-person events
- Professional experience in transformative systems and operations, such as Radical HR

**Knowledge, Skills, and Abilities**
- Content knowledge in racial and social equity principles and ability to apply principles in practice
- Ability to design and implement operations specifically for a remote work environment
- Self-motivated, demonstrating leadership skills
- Sound judgment and critical thinking
- Collaborative nature, skilled at developing good working relationships with all staff, partners, and contractors
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent time management and organizational skills
- Strong oral and written communication skills
- Ensures completeness, accuracy, and timeliness in all work
- Passion and interest in NFSN’s mission and activities

**Organizational Relationships**
The Finance and Operations Director is a member of the Finance, Operations, Development and Communications Team, reports directly to the Interim Co-Executive Director and works closely with
NFSN staff. Responsibilities for this position are supported by Tides Center staff including an accountant, human resources manager and project advisor.

Compensation and Benefits:
This is a full-time (40 hours per week), exempt position with a salary of $70,000* and a generous benefits package that includes:

- Paid holiday, vacation, sick, and family and medical leave
- Medical, dental, health, and vision
- 403(b) retirement plan with employer match contribution up to 5%
- Employee Assistance Plan
- 100% remote work with flextime policy
- Work From Home (WFH) Stipend for remote work expenses
- Professional development assistance

*NFSN is in the process of developing a new equitable compensation model with the intent to improve transparency and align compensation with NFSN’s values. Anticipated to go into effect in early 2024, NFSN salaries, including the Finance and Operations Director, will be adjusted based on the new model. Compensation will not be reduced as a result of this process.

Culture
NFSN is undergoing significant transformation to align internal systems and external programming with NFSN’s Call to Action. This includes updates to our mission, vision, and core values, and ongoing assessment and refinement of NFSN practices, policies, and programs to identify and address white supremacy culture. Work is in progress and requires all staff to possess a deep commitment to racial equity and to disrupting inequities, both organizational and systemic.

Physical Demands
This position requires approximately 8 hours per day either sitting at a desk (responding to emails, developing materials, or being on the phone), or attending meetings outside of the office. This position requires some travel to conferences and events within the United States to represent NFSN, and to attend organizational events and meetings.

Work Environment
This is a remote position that includes travel. Applicants may be located anywhere within the United States with accessible travel options. This position will be working from a remote office / home office set up. While performing the responsibilities of the job, these characteristics are representative of the
environment the employee will encounter: a basic office environment and possible visits to schools or farms, conference centers, or hotels where events are being held.

**Application Instructions:**
The deadline for this application is 11:59 pm PT on October 1, 2023. To apply for this position, please complete this screening form: [https://forms.gle/pvAKhJ685jV4VjQs7](https://forms.gle/pvAKhJ685jV4VjQs7). Candidates who advance past the screening will be asked to submit a resume and participate in interview(s). Final candidates may be asked to complete assessment activities, provide existing work product samples, and/or provide contact information for professional references. NFSN will provide final candidates a $100 stipend for time committed to this interviewing process.

National Farm to School Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.