



## Director of Finance and Administration

### Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

### Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

### Position Summary

The Director of Finance and Administration (DFA) is responsible for financial and administrative management at The Nashville Food Project (TNFP). Reporting to the CEO, the DFA supports the leadership team and board with fiscal strategy, financial management and administrative operations.

## ESSENTIAL JOB FUNCTIONS

### Financial Management

- Oversee organizational accounting and finances, including annual audit, 990 tax filing, banking, bookkeeping, payroll, and cash flow projections
- Oversee the preparation of financial statements, ensuring external and internal reporting requirements are met and key data are shared with the CEO and the TNFP Board
- Provide strategic leadership in the development and execution of financial operations
- Lead the annual budgeting process and provide oversight for annual, quarterly and monthly financial reporting and forecasting
- Oversee internal controls, financial reserves, and special funds according to TNFP Financial and Control Policies
- Provide financial support to TNFP programs and social enterprises, and strategic guidance for the development of new revenue-generating enterprises across the organization
- Manage the monthly, quarterly, and annual close processes, ensuring that financial records are accurate and up-to-date

- Ensure the finance and administrative staff have the correct technical tools and implement technical integrations to improve accuracy and efficiency
- Standardize financial reports, metrics and key performance indicator (KPI) dashboards, in addition to designing new reports and reporting features as needed
- Document process flows and proactively recommend and implement systems improvements

### **Administrative Management**

- Administer staff benefits (e.g., payroll, PTO, health insurance) and develop organizational capacity for additional staff benefits (e.g., 401k or other retirement benefits)
- Supervise and support finance and administrative staff
- Manage organizational insurance policies and claims
- Manage organizational leases, permits, contracts, licenses, and MOUs, including outside legal reviews when necessary
- Manage human resource administration, including HR records, HR policies, and annual review of the TNFP Employee Handbook
- Coordinate the hiring process for staff and provide support for onboarding, job support, training, and professional development
- Oversee management of IT contracts, equipment and systems, including computer replacement policies, technology systems, technical support for phone and security systems
- Oversee facilities maintenance including utilities and vendor contracts, building maintenance, after-hours usage, janitorial and landscape contracts, and security system response
- Oversee management of TNFP vehicle fleet
- Maintain a regular, in-person schedule at TNFP headquarters

### **REQUIRED QUALIFICATIONS**

- 3-5 years of experience in financial management or related field
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficient use of QuickBooks (or equivalent), Microsoft and/or Google Suite
- Solid understanding of HR principles and practices
- Professional experience navigating personnel and time sensitive matters
- Ability to communicate budgetary and human resources information to all staff members
- High level of interpersonal skills to handle sensitive and/or confidential situations
- Exemplary communication skills and professionalism
- Demonstrated poise, tact, and diplomacy in all situations
- Ability to hold others accountable to organizational policies and procedures
- Willingness to acquire working knowledge of relevant laws and regulations related to human resources administration

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in business, finance, accounting, human resources or other relevant field
- Strong interest in, or experience with, anti-poverty and/or food justice work
- Background experience in culinary arts, food service management, and/or agriculture
- Working knowledge of federal and state laws and regulations related to human resources
- SPHR, PHR and/or SHRM equivalent certifications

### **CLASSIFICATION**

This position is full-time, exempt, and salaried. A part-time appointment can be considered on an individual basis. Weekend and evening hours may be required occasionally.

## **COMPENSATION & BENEFITS**

Starting annual salary for a full-time appointment is \$65,000 - \$75,000, commensurate with experience. TNFP offers a competitive benefits package for full-time staff, including:

- 75% employer paid health insurance, and voluntary dental and vision insurance
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Employee assistance program
- Cell phone stipend
- Nine paid holidays, plus two floating holidays
- Paid Time Off (PTO) program
- Parental leave
- Ongoing training and professional development opportunities

To apply, please send a resume and cover letter outlining your interest in our work and mission to [info@thenashvillefoodproject.org](mailto:info@thenashvillefoodproject.org). Applications received on or before September 9, 2022 will receive priority consideration. Candidates will be considered on a rolling basis until the position is filled.

*In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.*