



Managing Director of Finance & Operations

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wolfesneck.org

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About Wolfe's Neck Center

Wolfe's Neck Center for Agriculture & the Environment is a fast-growing, national nonprofit organization based on a campus of over 600 acres of coastal farmland in Freeport, Maine. Our work is dedicated to creating a world where agriculture and food systems support farmer viability, thriving ecosystems, and vibrant communities. Through regenerative farming demonstration and training, innovative research, and collaborations, Wolfe's Neck Center works to advance agriculture - on our own farm, regionally, and nationally - to accelerate holistic change in food systems and mitigate the effects of a changing climate.

Position Summary

Reporting to the Executive Director and part of the Senior Leadership team, the Managing Director of Finance and Operations plays an integral leadership role in overseeing, developing, and implementing strategies that effectively support Wolfe's Neck Center's full scope of work, including financial management, human resources, operations, and administration. The ideal candidate is a proven finance and operations professional, highly organized, attentive to details, with excellent communication skills, and experience in a growing organization. This role will lead the financial management function, including the budgeting process, financial reporting, cash flows, and forecasting, as well as overall administrative and operational functions. Responsible for the continuous improvement of systems, processes, and technology infrastructure to grow with the organization, this role maximizes effectiveness and efficiency. The Managing Director will also oversee key human resource initiatives, including staffing, onboarding, and hiring processes, and will manage a growing team.

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. If you do not fit this description perfectly but believe that you would be a good fit for this position, please do not hesitate to reach out with questions or apply. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

Responsibilities will include:

- **Financial Management**
 - Lead the financial management function of the organization, including managing a team to support organizational growth
 - Oversee the financial reporting process and budget maintenance on a monthly, quarterly, and annual basis to support staff to see progress, and management in decision making
 - Create financial reports, including actuals, revenue projections, and cash flow to support

- the decision-making of the Board of Directors and management team
 - Lead the annual budgeting process in partnership with the Executive Director
 - Support the annual audit process by managing key relationships with the audit firm and overseeing the process
 - Ensure effective revenue recognition and cash management through the implementation of policies and procedures
- **Operations and Administration**
 - Oversee the daily operations of the organization, including policies and procedures that guide standards and protocols for all staff and teams
 - Manage all the legal compliance for the organization, including 501(c)3 incorporation status, employees in different states, and various licensing as a farm-based organization
 - Maintain various insurance needs of the organization across functional areas
 - Develop and implement approval processes related to external partnership agreements, various contracts, and other organizational commitments
 - Support the management of facilities to ensure efficient and consistent operations
- **Human Resources**
 - Oversee human resources, enhancing professional development, compensation and benefits, performance evaluation, training and recruitment
 - Ensure robust, consistent, and streamlined onboarding processes for new hires
 - Monitor compensation guidelines and benefits packages to ensure alignment with market rates and legal requirements
 - Provide final approval on all new hires and staffing changes

Qualifications

- 10 - 12 years of relevant experience in financial, administrative, and operational management, preferably in the nonprofit setting
- At least 8 years of experience managing the finance and administration of organizational budgets of at least \$1m according to Generally Accepted Accounting Principles (GAAP) including restricted and unrestricted funding
- Experience with grants, including federal sources strongly preferred
- Excellent communication and leadership skills
- Strong strategic thinker with the ability to manage and execute short-term and long-term goals
- Success in developing financial reports that effectively convey organizational priorities, strategy, and progress for management, the Board of Directors, and other external partners
- Ability to develop scalable processes, systems, and policies to maximize organizational effectiveness and efficiency, and support a collaborative staff culture. Management experience in nonprofit organizations, with a preference for high-growth settings with multiple programs operating in various geographies.
- Track record of managing all aspects of legal compliance, and audits that result in unqualified opinions
- Experience developing and managing complex budgets according to organizational strategy

- Proven effectiveness in developing and growing teams and structures, managing others, providing functional leadership, and mentoring staff
- Technologically savvy, with experience overseeing information technology staff or vendors
- Demonstrated success in managing finances in support of organizational goals

Other Requirements:

- Legally able to work in the United States (we cannot provide VISA sponsorship)
- Ability to work primarily from Wolfe's Neck Center campus in Freeport, ME
- Travel is estimated to be 10% of the time within Maine and the US

Benefits

The Managing Director of Finance and Operations is a full-time position based at Wolfe's Neck Center in Freeport, ME, with the option to structure as a hybrid role. As a full-time employee of Wolfe's Neck Center, this position is eligible for benefits including employer-paid health insurance premiums, dental insurance, paid vacation and holidays, and our retirement savings plan. Compensation commensurate with experience within the range of \$110,000 - \$115,000.

To Apply

Please email a cover letter and resume to jobs@wolfesneck.org with "Managing Director of Finance & Operations" as the subject line. Interested applicants are encouraged to apply ASAP. This position will be reviewed on a rolling basis. Position posted August 26, 2024.

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment welcomes a diverse pool of candidates. In accordance with federal Equal Opportunity laws, Wolfe's Neck Center does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.