



Title: Finance & Admin Director (Full-Time)

Reports to: Co-Executive Director

Location: Hybrid or remote if preferred (with in-person all staff meetings)

Organizational Overview

The San Diego Food System Alliance is a diverse and inclusive community of leaders in San Diego County—farmers, fishermen, food business owners, workers, organizers, policymakers, funders, and residents—committed to building a food system that works for everyone. Together, we are working toward the goals and objectives in [San Diego County Food Vision 2030](#), collectively outlined by our community.

We believe that changing the way we grow food, move food, share food, and think about food ultimately changes the way we treat the planet and each other. Learn more at sdfsa.org.

Position Summary

The San Diego Food System Alliance is seeking a Finance & Admin Director who can lead the organization's financial management and internal control functions. The Finance & Admin Director is a new role and will serve as a key partner to the Co-ED in maintaining and enhancing critical aspects of organizational business infrastructure, as well as strategically preparing for organizational growth.

The Alliance is currently at a \$2m operating budget with several complex government grants. We anticipate starting work on several exciting initiatives within the coming years, including designing and managing community-governed funds, expanding resource mobilization efforts in alignment with community values, and exploring the development of an agricultural land trust/ag commons. Devising financial infrastructure for these new initiatives will require critical thinking, research, and system building, in addition to day-to-day operations. We are looking for a person who is creative, thoughtful, and empathetic, yet also analytical, organized, and data-oriented.

Our finance team currently consists of a contract bookkeeper (bookkeeping, invoicing, and payroll and benefit payment processing), Halpert CPA (monthly closings and reports

generation), Regalia & Associates (tax filings), Co-ED (org admin and fundraising), and Board Finance Committee, which is chaired by the Board Treasurer (accountability and support). The ideal candidate for this position has expertise in nonprofit accounting, financial management, government grant compliance, and organizational administration.

The San Diego Food System Alliance is BIPOC- and women-led. We are deeply committed to food justice, food sovereignty, self-determination, and operating democratically. We hope to add team members who are passionate about upholding and growing [our culture](#), and committed to cultivating a food system that belongs to all of us.

Core Responsibilities

- In partnership with the Co-ED, establish, monitor, and manage short- and long-term financial goals to support the organization's plans and needs
- Lead the development of the organization's annual and mid-year budget process
- Manage monthly closings, tax filings, and auditing processes working collaboratively with the contract bookkeeper, CPA firms, and staff team
- Review/ analyze monthly reports created by the CPA firm, presenting key information to the Co-ED and Finance Committee for dialogue and decision making
- Manage accounts receivables and payables on a weekly basis
- Enhance, implement, and manage financial procedures and internal controls aligned with government compliance requirements
- Manage bank and investment accounts and relations
- Review and maintain organization's insurance policies to ensure adequate coverage
- Support preparation of grant budgets, maintain grant budget/actual reports, and implement timekeeping and vendor procurement procedures
- Lead development of financial operations around integrated community fund re-granting, agricultural land trust/commons, and other new initiatives
- Support other Alliance operations functions as needed
- Serve as an ambassador for the Alliance and its values

Preferred Qualifications

- Experience leading financial management for an organization
- Understands nonprofit accounting nuances and restricted funds management
- Excellent skills in Excel and QuickBooks Online
- Experience working collaboratively with a team of accounting experts
- Proactive, organized, and able to self-manage priorities
- Capable of solving complex problems with creative and empathetic solutions
- Able to collaborate cross-functionally, and communicate ideas effectively
- Passion around the mission, culture, and systems change—a must

Work Environment and Physical Demands

Office space in Mission Hills but flexible to work from home. We accept remote hires but require travel to monthly staff meetings in San Diego. Work is generally sedentary in nature, but can require moving around and visiting different sites and partners, with occasional lifting up to 30lbs. Reliable transportation across San Diego County is required, in order to attend meetings and events.

Compensation

This is a full-time role at a \$98k annual salary. The Alliance offers a full range of benefits:

- Medical, dental, and vision coverage
- SIMPLE IRA program
- 20 paid vacation days annually
- 10 paid sick days annually
- No-meeting Fridays
- Last Fridays of the month off
- Paid family leave
- 9 paid company holidays annually, in addition to closed office during the first week of July and last week of the year
- Annual budget for professional development
- Flexible work environment with the option to work from home or in office
- Culture of wellness, care, and empathy
- Culture of shared governance and staff participation in creating organizational policies

How to Apply

Please submit a resume, cover letter, and professional references to jobs@sdfsa.org. In your cover letter, please describe your past experiences in finance and administration as well as your experiences and commitment around Justice, Equity, Diversity, and Inclusion and our mission. Applications lacking any of the aforementioned documents will not be considered. (Subject: Finance & Admin Director)

Application Due Date: Mar 31, 2024

We will be reviewing applications as they come in.

The San Diego Food System Alliance is committed to creating a diverse environment, and is proud to be an Equal Opportunity Employer. All applications will be considered regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender.

For more information on San Diego Food System Alliance, visit <http://www.sdfsa.org/>.