



Director of Finance & Administration
Full-time
Plymouth, VT

The Opportunity:

The Director of Finance & Administration (DFA), is a lynchpin leadership position within a dynamic organization that operates summer camps, operates a small-scale farm, and a conservation agency, Farm & Wilderness Conservation. Reporting to and working in close partnership with the Executive Director, the DFA will play a critical role in all strategic, operating, and financial matters.

We are seeking an entrepreneurial and people-centered leader who will bring sound financial and efficient operational practices as well as the drive and creativity required to improve systems, pursue new strategies, and execute ambitious projects.

Compensation: 105-110K plus a generous benefit package

Work location: Plymouth, VT, with the opportunity for some remote work October-May.

Job Type: This is full time exempt position.

Company Scale: 5MM annual operating budget with 25 year-round employees.

Organizational Summary:

Farm & Wilderness Foundation (summer camp operator) is a non-profit, educational organization operating eight summer camp programs for children and young adults, a family camp, and a farm and facilities rental business. Set on a beautiful 500-acre campus in the Green Mountains of Vermont, F&W programs are rich in adventure, community, and history. Farm & Wilderness Conservation, formerly the Ninevah Foundation, is a registered conservation agency responsible for nearly 5000 acres in Plymouth and nearby communities.

F&W is emerging from the pandemic in a financially strong position, and with an incredibly talented, motivated, and tenured staff who bring a depth and breadth of experience to their work. Our Executive Director, in partnership with the Board of Trustees, has set the organization on an exciting path to live its values as it provides transformative experiences for our campers and staff. F&W has also recently launched a new tuition assistance program to ensure that camp is within reach for all families.

Are you a match?

As a leader in the organization, the DFA must go beyond the numbers by excelling in the development, nurturing and growth of the organization and the staff who support it. The wide scope of responsibilities, and the in-season/off-season nature of summer camps, requires the DFA to be an agile leader who enjoys variety in their work and the opportunity to clear obstacles for others to succeed. We are seeking a 'roll up your sleeves' leader who is eager to break out of desk work and immerse themselves in the mission alongside hard working colleagues when needed. Successful candidates will have demonstrated success in managing resources, developing personnel, and driving organizational improvement through systems and capacity building.

Job Responsibilities:

Direct Reports: Controller (to be hired), Bookkeeper, Human Resources Manager, Operations Director, Enrollment Director

Financial Management & Leadership

- Oversees the reporting of F&W/NF's Endowment and F&W's Financial Aid programs.
- Facilitates regular board finance committee meetings and coordinates with Executive Director and Treasurer regarding board reporting and needs.
- Manages organizational cash flow on a day-to-day basis
- Furnishes internal reports, revise and update reports for efficiency (e.g. provide forecasts of annual financial status) and furnishes external reports as necessary.
- Ensures Managers receive timely monthly reports for each department and collaborates with the Managers and Executive Director to ensure financial operational performance.
- Has the final responsibility for providing effective financial controls for the organization.
- On a quarterly basis, partners with fundraising colleagues to manage the endowment, and process restricted and non-restricted gifts.

Planning & Analysis

- Leads the preparation and coordination of a quality, well-reasoned operating budget complete with a high level strategic financial plan model. Forecasts, institutes, and maintains other planning and control procedures and analyses and reports variances.
- Works with Director of Resource to develop an annual capital budget to ensure maintenance, replacement, and creation of new facilities, as needed.

Organizational Leadership and Management

- Responsible for effective and strategic management of F&W's human resource and enrollment function.
- Active member of the 6-person Leadership Team, responsible for F&W's overall performance.

Headline Qualifications:

- Bachelor's Degree required, BA/BS in Accounting, Business Administration, or related field.
- 10+ years of strategy, financial and administrative management experience in the non-profit sector.
- Proficiency in generally accepted accounting principles (GAAP) particularly as they pertain to nonprofit organizations.
- Alignment with F&W's values and affinity for our mission.

Skills and Aptitudes That Competitive Candidates Will Possess:

- An organized, efficient, collaborative, entrepreneurial, conscientious, and results-oriented work style.
- Keen awareness of and respect for the values of F&W and its constituents.
- Exceptional problem-solving skills and judgment.
- Demonstrated ability to manage and coach direct reports and lead teams which operate as collaborative business partners with other parts of the organization.
- An even disposition: the ability to work effectively with diverse audiences in a variety of situations.
- Motivation to learn and display flexibility in a changing environment.

Benefits:

- Medical, Dental, and Vision insurance, and a Flexible Spending Account available at start of employment. Employees pay a portion of the premium. 80-85% employer paid.
- Traditional and Roth 401(k) plan with a 2:1 match up to 6% available at start of employment
- Employer-paid life and AD&D.
- Paid vacation and sick time; 12 paid holidays

Equal Opportunity Employer:

Farm & Wilderness (F&W/FWC/NF) is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied an employment opportunity for which the employee or applicant is qualified because of race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, veteran status, disability, or other protected category. F&W/FWC/NF is committed to non-discrimination in its employment.

We kindly request that you do not call to inquire about the status of your application. Those candidates chosen for interviews will be contacted.

To Apply: use the link to our online application: <https://farmandwilderness.hiringplatform.com/145209-director-of-finance-and-administration/551166-import/en>