

Director of Finance and Administration
Food Literacy Center
Sacramento, California



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables***. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help individuals improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to 16 (and growing!) K-6th grade low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Diet-related diseases are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this peachy position:

The Director of Finance and Administration provides oversight to all organizational financial and administrative activities to ensure Food Literacy Center stays in strong financial standing and has a strong internal structure.

Financial responsibilities in this role include: Analyzing trends to reduce financial risks associated with spending decisions; creating budgets, including evaluating the needs of our programs; synthesizing complex information and offering advice regarding spending and budget questions; supervising operations staff. The Director of Finance and Administration will ensure the organization is following all accounting standards to the highest degree. They will prepare quarterly and annual reports, including the preparation of monthly financial statements and cash flow updates. They will work collaboratively with Food Literacy Center's external bookkeeper and external CPA on annual audit and annual tax returns and provide monthly reports for the CEO and Board of Director on the organization's finances. They will maintain complex budget tracking for multiple government grants.

Administrative responsibilities include office management. This role oversees the daily maintenance of our new cooking school and student farm, including supervising the Operations Assistant Manager and establishing processes and protocols to ensure safety and functionality of the facility.

A person who will excel in the position is highly organized and experienced in nonprofit financial management, can work both independently and collaboratively, can prioritize projects, and can effectively lead and build a team.

Here's what you'll do as the Director of Finance and Administration:

- Manage contractors and pro-bono vendors. Provide ongoing stewardship of those



- relationships to propel the mission forward.
- Prepare annual organizational budget, re-forecasting as needed throughout the year.
- Work with Program Director to develop annual program budgets, provide budget updates throughout the year, and answer budget related questions.
- Monitor cash flow, expenses, and spend down of grants and contracts. Works closely with program staff to ensure effective and accurate spend down of funds.
- Management of assets and liabilities and the planning of future growth.
- Analyzing and reconciling balance sheet accounts, looking for and addressing inconsistencies.
- Preparing quarterly financial statements, including year end financials, month-end and year-end closing.
- Develop new financial systems and protocols (as needed) and ensure systems are monitored and maintained, and staff are trained to use systems.
- Work closely with the team to ensure that all audits, both organizational and grant-related, are passed successfully.
- Maintain a strong accounting & operational control environment to safeguard assets, improve operations, and manage risks.
- Ensure compliance with state tax filings, and audit requirements and manages annual organizational audit and 990 process.
- Ensure compliance with state and federal grant programs.
- Ensure compliance with federal, state, and local employment laws.
- Staff supervision, including annual performance reviews and weekly one-on-one meetings
- Collaborate with the CEO on organization strategies and initiatives as needed.
- Complete chores. As a team, we spend 1-2 hours per week maintaining our workspace, including cleaning, weeding, animal care, and other simple tasks that demonstrate care for the space we work in.
- Other duties as assigned.

Food Literacy Center is a small nonprofit. As such, we have many shared responsibilities where all staff are required to pitch in. This includes cleaning our office, classroom and kitchen space. One day you might complete a budget, the next you might be powerwashing the tables on the porch. Willingness to jump in for any task is important at Food Literacy Center.

You'll exhibit these competencies:

Strategic Thinking:

- Serving as the senior advisor to the CEO, demonstrates an ability to develop strategy and manage execution to achieve a vision.

Leadership & Management:



- Highly skilled at developing people, providing clarity, roles, goals, and coaching teams to success.
- Excellent at supporting people to work from their strengths. Cultivates trust and buy-in.

Relationship Development:

- Demonstrate strong interpersonal skills with a variety of audiences - vendors, volunteers, staff, board members, etc. Build relationships authentically and cultivate loyalty and trust.
- Cultivate transformational, fearless, authentic and joyful relationships both inside of the organization and externally.
- Savvy at creating opportunities for partners to engage and advance the work of Food Literacy Center. You thrive in a team atmosphere.

Communication:

- Compelling written and verbal communication skills. As an ambassador of the agency, you are an inspiring leader representing the brand and recruiting potential donors, volunteers, etc.

Project Management:

- Strong planner with a high level of detail orientation. You set priorities, anticipate future needs, and lean into challenges.
- Exercise discretion when making decisions and have a knack for understanding the best path forward.
- Excel at time management, prioritization, and managing projects to timely outcomes. Able to drill down to the details and also pull up to understand how details play into bigger picture strategy.
- Able to identify potential pitfalls early and raise key questions.

Achievement Orientation:

- With a strong desire to make things happen, you demonstrate an ability to meet and exceed goals with an eye for both quality and efficiency.
- You are creative and resourceful in your approach and know how to pull in the right resources to get things done well.
- You live up to the high standard the community expects of our nonprofit.

Discretion:

- Maintains confidentiality of executive-level and legal information.
- Maintains the highest level of integrity to safeguard the donations that the community entrusts us with.

Positive Attitude:

- Exudes a positive outlook and attitude, especially during stressful or difficult times. Maintain the joyfulness of the Food Literacy Center culture.

All about you!

You'll be successful in this position if you:

- Have a deep commitment to the mission of Food Literacy Center.
- Have a strong attention to detail and accuracy.



- Have strong computer skills, including above average knowledge of Microsoft Office applications, Google Suite, and Quickbooks.
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information.
- Reflect our team's values and behavior.
- High degree of comfort with change and ambiguity.
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Have a bachelor's degree in accounting, business admin, or a related field, plus at least 5 years of nonprofit finance leadership experience, ideally in a multi-grant-funded organization. You may also qualify if you have a total of 10 or more years of combined education and leadership experience in nonprofit finance and administration.

Extra points if you

- Have experience working in a small, innovative, growing team
- Have experience working with food literacy
- Have experience working with nonprofits
- Have basic cooking skills. (Home cooking is OK!)

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is a regular, full-time, exempt position that is benefits-eligible. Compensation is competitive and starts at \$90K.
- This position works a minimum of 40 hours a week, and can be 50 hours during busy periods.
- This position is in-person with no hybrid.
- We are in growth mode, so a flexible schedule is necessary. This position does require some nights and weekends, and availability during the end-of-year holiday giving season, including December 31.
- There is minimal travel required for this position. Expect to travel 1-3 times per year.
- You'll need to be able to lift 50 lbs of food. We often haul large bags of produce and supplies for our program.
- This position requires you to travel throughout Sacramento, so a California driver's license is required
- We love our veggies, and a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will provide the resources to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination and all boosters is required.

Ready to apply? Great!

Please submit a resume and thoughtful cover letter to amber@foodliteracycenter.org, subject: Director of Finance & Administration. In your letter, please describe the most successful project you worked on--and tell us how it relates to this position. This position will remain open until filled. No phone calls, please.

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.

Benefits include cell phone reimbursement, health care, and a generous PTO package.

