

Job Title: Finance and Operations Senior Director

Location: Remote within the U.S.

Reports to: Executive Director

Supervises: Technology and Data Insights Manager and multiple external consultants

Pay Classification: Salaried, Exempt

Posting Date: September 2, 2026

About Our Organization

Sustainable Agriculture and Food System Funders (SAFSF) is a national non-profit membership-based organization with a mission to mobilize diverse capital partners in support of a just and sustainable food and agriculture system. SAFSF helps funders and investors strengthen connections within the sustainable agriculture and food systems community, foster collaboration with their peers, and build capacity to be more effective in their philanthropy practices and advocacy for change. SAFSF's work is guided by the values: Advance Justice, Catalyze Transformation, Build A Diverse Movement, Change the Status Quo, Build Beloved Community, and Practice Accountability. We convene, educate, and organize funders around issues critical to rebuilding community food security and agricultural resilience, and seek to amplify the voice of farm and food systems philanthropy in public policy. SAFSF members include philanthropic foundations, impact investors, community finance, regranteeing and funding intermediaries, funding collaboratives, and other capital partners spanning the United States, and focused on every issue concerning sustainable and equitable food and agriculture systems.

Position Overview

The Finance and Operations Senior Director is a strategic leadership role responsible for the full financial health and operational infrastructure of SAFSF. This position owns the organization's financial systems end-to-end from member invoicing, budgeting, reporting, and audit readiness to grant compliance and Board-level financial governance. Beyond finance, the Senior Director oversees the organization's operational backbone, including payroll, benefits, insurance, and multi-state regulatory compliance, and IT and data systems, either directly or through management of staff, external consultants, and vendors. This is a strategic, senior-level role for an experienced nonprofit finance and operations leader who can combine rigorous financial stewardship with the strong leadership and cross-functional demands to keep a lean, remote organization compliant, well-run, and well-supported.

Major Responsibilities

- **Financial Management**

- Create, manage, and execute all financial systems, processes, and transactions.
- Provide strategic management insights and answers based on financial data.
- Create financial reports for SAFSF and any fiscally sponsored projects. Review the reports with appropriate staff, Executive Director, and/or Board of Directors.
- Serve as staff lead to the Finance & Audit Committee.
- Develop the annual budget in collaboration with the Executive Leadership Team and Finance & Audit Committee and ensure final approval by the Board of Directors.
- Monitor and report on revenue and expenses to ensure budget goals are met.
- Develop and document financial management policies and procedures for review and approval by the Board of Directors and manage any changes to those policies over time.
- Ensure all staff and consultants who complete tasks related to financial processes are trained on and follow all approved policies and procedures.
- Manage relationships with all financial partners.
- Oversee annual audits and tax filing with third-party partners. Provide all materials requested by the audit firm.
- Track and manage expenses related to grant requirements and submitted budgets.
- Develop grant financial reports and proposals.
- Oversee contract development and execution. SAFSF's contracts are most commonly related to external consultants, venue rentals, or software systems.
- Maintain accurate financials between multiple software tools, including but not limited to the use of Sage (accounting); Salesforce (CRM); Ramp (AP); and Gusto (payroll).
- Oversee membership invoice payments and co-lead membership renewal process.
- **Operational Oversight**
 - Manage the relationship with an external HR consultant, serve as the primary contact, and oversee the scope of work and contract.
 - HR consultant responsibilities include hiring support, employee classification, job description development, onboarding and departures, employee handbook updates, etc.
 - Provide strategic oversight and decision-making for IT and data management systems.
 - Manage employee salary and benefit packages in coordination with vendor partners.
 - Manage and run time tracking, payroll, benefit, and retirement systems with third-party vendors to ensure all staff are paid accurately and on time and that vacation and sick balances are accurately recorded and tracked.
 - Oversee the addition or release of staff related to payroll and benefits.
 - Ensure the organization meets its legal requirements to properly operate within the rules of the IRS 501c3 organizational designation.
 - Maintain registrations and compliance in multiple U.S. states.
 - Maintain organizational insurance policies (e.g., general liability, employment practices, directors and officers, ERISA bond, cyber liability, etc.).

- **Supervision and Direction**

- Supervise operations staff, as needed.
- Provide guidance, feedback, and strategic direction to staff, and recommendations to leadership.
- Contribute to the vibrant and supportive workplace culture with experienced people leadership and team influence.
- Complete semi-annual performance reviews.
- Recommend professional development opportunities.
- Serve as a support system and sounding board on day-to-day activities.

Core Competencies

- **Nonprofit accounting skills:** Experience with accrual-based accounting, Accounts Payable, Accounts Receivable, Journal Entries, Monthly and Annual Reporting, Liability and Asset tracking, and Grant tracking.
- **Leadership skills:** Experience preparing Board-ready reports and presentations, partnering with and providing recommendations to leadership. Communicating with leadership about the health and future direction of the organization.
- **People management skills:** Experience with people management and organizational development; providing support and guidance as well as decision-making when necessary; Proven ability to inspire team members in line with organizational values.
- **Project management skills:** Must be a self-starter who is able to manage multiple projects and responsibilities simultaneously while working within a team/collaborative environment. Able to anticipate obstacles, assess priorities, identify and involve stakeholders appropriately, and use resources wisely with limited supervision.
- **Exceptional interpersonal skills:** Eager and able to connect, build rapport, and develop effective, values-driven working relationships with individuals who have a wide range of interests and lived experiences. Must be effective in phone, video conference, and in-person meetings, both one-on-one and in groups. Must maintain a high level of discretion and confidentiality for both business and personal affairs.

Required Skills and Experience

- Minimum 8-years of experience with financial management, with at least 3 years in a non-profit organization. Must have experience in all aspects of financial management, including AR, AP, cash management, cash projections, reporting, and audits.
- Minimum 2-years of experience with staff management and supervision.
- Experience with creating and managing budgets greater than \$1M.
- Experience overseeing external vendors and consultants.
- Strong project management skills, including managing timelines, schedules, tasks, and budgets effectively with limited supervision.
- Preference for candidates with experience in membership-based organizations.
- Preference for candidates with experience using Sage accounting.

Basic Work Requirements

- Fluency in English
- High degree of comfort with computer-based tools such as Microsoft Office products (Word, Excel, PowerPoint), Google Drive (Calendar, Documents, Sheets, Slides), CRM platforms such as Salesforce, project management platforms such as Asana, and video conferencing such as Zoom.
- Willingness and ability to travel within the U.S., three-six times a year for as long as a week at a time, occasionally including weekends.
- Other than work-related travel, the work environment is 100% remote.
- Requires regular virtual meetings with external and internal stakeholders through video conferencing.
- May require lifting and traveling with materials at events, such as signage or event supplies, up to 30 lbs.

Compensation and Benefits

This is a full-time, exempt position with a base annual salary that starts at \$115,000-\$130,000. SAFSF offers an excellent benefits package, which currently includes automatic (5%) and matching (up to 3%) retirement contributions, medical, vision, dental, and prescription insurance (100% paid by SAFSF for each employee), as well as health and fitness, internet, and cell phone reimbursements. Paid time off includes 11 holidays plus half-day Fridays, office closure the last week of the year (December 25 - January 1), accrued personal time, and sick time. SAFSF has an entirely remote workforce.

Application and Hiring Process

All interested applicants must apply online at <https://www.tfaforms.com/5232733>. Applications will be reviewed on a rolling basis until the position is filled. Applicants are encouraged to apply by October 9, 2026, to be considered for the first round of interviews. Applicants will be required to upload:

1. Cover Letter
2. Resumé
3. 1 sample of professional, financial writing, such as a strategy memo or quarterly report. Sensitive information may be redacted for privacy.

Interviews will begin after October 19, with an anticipated start of early December 2026.

We are committed to transparency and aim to minimize the stress and uncertainty of our application and hiring process. SAFSF seeks to minimize bias and the impact of structural discrimination within our hiring practices. As such, we focus first on relevant work skills and experience, both lived and professional. We are seeking a diverse pool of candidates.

The application form will ask candidates to voluntarily disclose demographic information, which will not be visible to the members of the hiring committee. Voluntarily providing demographic information helps SAFSF assess the diversity of our applicant pool throughout the hiring process. This information will not be used in making hiring decisions. Providing demographic information is completely voluntary, and choosing not to provide this information will not affect your application or candidacy.

Applicants who move forward through the hiring process may participate in a combination of phone and video interviews and assessment(s).

Please contact jobs@safsf.org with any questions. We look forward to getting to know you!

Equal Employment Opportunity

SAFSF is a 501(c)(3) public charity that is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. SAFSF's work environment is open to all people, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. SAFSF complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact jobs@safsf.org.