



Job Title: Director of Finance and Operations

Location: Washington, D.C. (Hybrid)

Company: Farmworker Justice

About Us:

Farmworker Justice (“FJ”) is a national non-profit organization dedicated to empowering farmworkers to improve immigration policy, wages and working conditions, occupational safety, health and access to justice. FJ engages in legislative and administrative advocacy, public education, capacity-building of community-based organizations, and impact litigation, frequently in collaboration with other organizations.

Description of Position

This position exists to execute, improve and streamline the organization’s operations. This includes managing the financial operations of the organization, developing and carrying out the organization’s HR policies and practices, and ensuring compliance with all legal and regulatory requirements to maintain the organization’s non-profit status and tax exemption status. This position is responsible for identifying and executing ways to improve and streamline the organization’s operations strategy and will supervise the Finance and Operations Specialist.

Duties

LEADERSHIP

- Oversee the day-to-day responsibilities of the Admin Team including finance accounting, payroll, budgeting, financial compliance, human resources recruiting, policies/ procedures, HR compliance, benefits, risk management, and facilities.
- Lead and develop Admin team, including a Finance and Operations Specialist and a Staff Accountant.
- Contribute to the development and execution of the organizational strategy as an integral member of the Management Team.
- Communicate effectively with the Board of Directors, ensuring all Board members clearly understand the organization’s financial health and sustainability.
- Serve as a lead and supporting member to the Board Finance and Audit Committees.

FINANCE

- Serve as financial advisor to the CEO, Management Team, Program Team and Board, providing recommendations and creating short-term and a long-term strategy for financial stability based on strategic financial analysis, forecasting, and modeling.
- Oversee and manage all finance functions, including accounting, internal controls, reconciliations, journal entries, payroll, monthly close procedures, and other regularly recurring financial operations.
- Lead the preparation of the annual budget and multi-year budgets aligned with our strategic goals, training staff on budgeting as needed and effectively communicating overall budget to full staff.
- Build business models and forecasting tools that allow for long-term scenario planning and real-time decision making, and that maximize impact and revenue.
- Manage resources and oversee business operations in accordance with the approved budget.
- Lead the annual audit, liaising with external auditors and accountants to ensure compliance, including leading preparation and filing of the annual financial statements and tax form 990.
- Ensure the integrity, accuracy, and usefulness of all financial reports, including budget-to actuals and financial reports for the Board, funders, government agencies, internal decision-makers, and grants-management processes, including the tracking of restricted funds.
- With Finance and Operations Specialist, negotiate, monitor, and manage all external vendors and banking needs.
- Ensure best business practices, including fiscal and human resource compliance with federal, state, and local agency requirements.



HUMAN RESOURCES

- Recruitment and Onboarding:
 - Collaborate with senior leadership team to identify staffing needs and create job descriptions.
 - Manage the full recruitment lifecycle, including sourcing, interviewing, and selecting candidates.
 - Conduct new employee orientations and facilitate smooth onboarding processes.
- Employee Relations:
 - Act as a point of contact for employee inquiries, concerns, and grievances.
 - Promote a positive workplace culture through engagement initiatives and conflict resolution.
- HR Policies and Compliance:
 - Maintain and update company policies and procedures in accordance with labor laws.
 - Ensure HR practices comply with all relevant regulations and standards.
- Benefits & Payroll Administration:
 - Administer employee benefits programs, including health insurance, retirement plans, and leave policies.
 - Assist employees with benefits-related inquiries and facilitate open enrollment processes.
 - Process payroll and other benefit payments.
- Performance Management:
 - Assist in the development and implementation of performance appraisal processes.
 - Provide guidance to managers on performance improvement plans and development goals.
- Training and Development:
 - Identify training needs and coordinate employee training and development programs.
 - Promote continuous learning and career growth within the organization.
- HR Data Management:
 - Maintain accurate and confidential HR records and databases.
 - Generate reports and analyze HR metrics to support data-driven decision-making.

OPERATIONS

- Drive operational excellence across the organization, evaluating, refining, creating and/or supporting systems and processes to ensure efficiency and effectiveness as we grow in size and complexity.
- With Finance and Operations Specialist, provide technology resources and support for staff.
- Oversee and evaluate financial management, HR/benefits and technology vendors systems and processes
- Oversee office administration, space planning and partnerships, relocations, and disaster planning.
- Other duties as assigned.

EDUCATION/EXPERIENCE/KNOWLEDGE

- Advanced degree in business, accounting, non-profit management or related field (MBA preferred)
 - 6+ years' experience managing staff and financial processes
 - Experience with accounting system software implementation and MS Office Word, Excel, and PowerPoint, Google Suite; experience using QuickBooks or similar accounting software is required and Salesforce is a plus.
 - Has experience working in the non-profit sector in a leadership or managerial capacity.
 - Excellent resource management and decision-making skills; able to develop solutions by applying sound judgment with limited supervision
 - Attention to detail and the ability to manage multiple priorities
 - Understanding of key business functions such as HR, Finance, Fundraising, Compliance, and Office Management
 - Proficiency in English and good communication skills required.
- Proficiency in Spanish and/or other second language preferred.

SALARY AND BENEFITS



The salary range for this position is: \$ 95,000 - \$105,000 based on experience. This is a full-time, remote/hybrid, exempt position based in Washington, DC. FJ offers a generous benefits package, including health insurance, dental insurance, generous PTO and paid holidays, and a 403b retirement program.

How to Apply Application Deadline: Position open until filled. Interested applicants please email cover letter and resume to restrada@farmworkerjustice.org, with the subject line: "Director of Finance and Operations". Farmworker Justice is an equal opportunity employer. All qualified candidates are encouraged to apply. Information about our organization is available at www.farmworkerjustice.org.