



Finance and Culture Co-Manager with Growing Gardens

Have you been working in finance, accounting or a related field, and want to dig deep with a team of leaders to support our growing food justice nonprofit organization? Are you looking for a chance to build skills, be innovative and support finance/accounting efforts that are fun, engaging and strive to push finance to be more inclusive and asset-based? Do you want to join a team of professionals who are working to become an anti-racist organization? If so, we want you to join our team and grow with us. We don't have all the answers but are trying to figure out a new way to increase revenue that is more mission aligned.

Growing Gardens has an opening for a full-time (1 FTE which is 37.5 hours a week, Monday-Friday) Finance and Culture Co-Manager who will support our organization's finance oversight and sustainability and will supervise a part-time Finance Assistant.

This is a team of two- in conjunction with the Co-Manager Culture and Finance- we see this a combination of this team of two working together to support the organization in both finance and HR/culture. But this position's main responsibilities will be in Finance and when there are times to support the other co-manager this team will work together on shared tasks.

The Finance and Culture Co-Manager will work in a team environment with the Think Tank (formerly known as the board of directors), the Growing Gardens Finance Committee, program teams, and the executive director. Your role will be to help develop and implement strategies that engage, cultivate and grow our financial suitability and streamline our finance department. Your role would be supporting the below listed high priority activities.

We are **currently working remotely** but this position will need to be based here in Portland Oregon and come into the office occasionally based on the needs of the program, meaning this is not a fully-virtual position. We take the current COVID-19 pandemic seriously and work with our teams to ensure their health and safety are centered in our work and shared work space. If you have more questions about our current COVID-19 policies please reach to chat more.

Job Responsibilities: With % of time estimated; note these will change on a seasonal basis.

Finance lead: Percentage of time 80%

- Execute monthly payroll for the organization through ADP
- Lead and complete organization government billing contracts
- Provide finance tracking and oversight
- Create and maintain monthly cash flow and P & L reports
- Work with the Think Tank Finance team to review monthly cash flow, P & L and prepare to present to the Think Tank on a quarterly basis
- Be our main contact person for our partnership with Susan Matlack Jones (SMJ)- our full service bookkeeping support contract
- Review and request weekly checks to be processed from SMJ
- Gather and run expense reports with corresponding receipts

- Provide reconciliation of expense receipts
- Make credit card payments
- Be our main contact with our 2 bank representatives
- Work collaboratively with the finance assistant on finance record keeping
- Provide risk assessment, modeling and projecting for overall organization health and wellbeing
- Support and supervise 1 finance assistant
- Work with the executive director and program directors to set monthly, quarterly, annual goals to increase fundraising revenue
- Hire, train and provide orientation for new finance team members when needed
- Support and ensure all office facilities are in working order and maintained
- Be our point person for our insurance policies to ensure we have the appropriate insurance, they are current, up to date and accessible
- Be the lead person for our lease and relationship with our office landlord

Communications: Percentage of time 5%

- Communicate with Think Tank Finance Committee, executive director, program director and others about budgets and finance
- Support our team to better understand the power of numbers and share your excitement and knowledge about finance with our teams

Long-term finance support (things that happen on an annual basis): Percentage of time 15%

- Create and lead our organization annual budget
- Work with SMJ to complete annual 990
- Work with SMJ to complete financial audit process

The skills we are looking for are:

- Has lived experience that is relevant to our work, mission, and anti-racism values
- Loves numbers and the stories that they tell
- Excellent communicator (in-person, electronically, in groups and over-the-phone)
- Ability to focus on the details; i.e. detail-oriented
- Not afraid to ask for things or questions
- Has 2-4 years of accounting, finance, QuickBooks, excel, Sage 300, budget development experience
- Has been the lead on 990 process and full finance audit
- Confidence working with or learning various types of computer software, including experience in Word, Excel, and database software
- Great organizational skills
- Willingness to accept challenges and learning opportunities
- Excited to learn and take feedback
- Has asset based supervisory experience
- Can work with short deadlines
- A great team player
- Can work from home with little oversight
- Excited about the work of Growing Gardens

Recommended experience that would be helpful but not required:

- Bi-lingual of any language combination **specifically** bi-lingual Spanish/English is highly valued
- Experience with anti-racism principles from the People's Institute for Survival and Belonging
- Experience with grass-roots fundraising and accounting practices
- Skills/desire in Community Organizing

This position works with and reports to the executive director.

Our work at Growing Gardens is more effective when we have a diversity of identities, backgrounds, and perspectives collaborating together towards a common goal. We recognize that in order to truly promote equity we must be aware of injustices past and present and prioritize our policies and systems in ways that dismantle the current hierarchy. We respect the inherent knowledge and expertise of those that have been most impacted by systemic injustice. We actively seek out and elevate the voices of those in our community that have been silenced, erased, and marginalized. Candidates who are Black, Indigenous and People of Color are encouraged to apply for this position.

To be considered for this position, please provide the most current resume/CV and a 1 page cover letter with your interest in the position and how your lived experience is relevant to this work in development/fundraising and how you want to invest in doing this work in an inclusive, community-centric and asset-based way to Jason Skipton at;

(Please be bold and clear in your application)

apply@growing-gardens.org

*If you have questions about this position please feel free to reach out to Jason Skipton at **503.284.8420*** or jason@growing-gardens.org

The salary for this position is **\$48,750-\$52,650 (\$25 to \$27 per hour)** annually, with benefits.

Benefits include: paid medical, dental and vision with alternative healthcare included, Simple IRA retirement plan, generous paid time off, Employee Assistance Program, life-insurance, professional development trainings including the 3-day People's Institute Undoing Racism training, gardening advice, seeds, a Fully stand-up desk, flexibility to work from home or in office, a fun working environment that focuses on work/life balance, oh, and lots of great food and coffee (Post-COVID-19).

Proposed interview process, this could change based on applications received:

- **Position posted:** 8/02/2022
- Review applications as they are received
- Virtual or In-person interviews (with a group of 2-4 people) with experiential component (examples being; annual budget presentation, cash flow overview training, how best to support teams to understand a budget and what the numbers are telling us)

Applications accepted starting August 2nd—August 26th and applications will be reviewed as they are received, in addition this position will stay open until the position is filled.