The Nashville Food Project Mission Statement
Bringing people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city.

Director of Finance & Operations Position Summary
The Director of Finance & Operations position is responsible for financial and operations oversight for The Nashville Food Project.

ESSENTIAL JOB FUNCTIONS

Financial Management & Oversight
- Lead the annual budgeting process and provide financial oversight for annual, quarterly and monthly forecasting
- Oversee the invoicing of meals program revenue, catering and grants
- Lead quarterly finance meetings for staff and monthly finance committee meetings for board
- Oversee all aspects of accounting and organizational financials including annual audit, 990 tax filing, bookkeeping, banking and cash flow projections
- Provide leadership to the Board of Directors and TNFP Leadership Team to develop and communicate the financial and operational strategies of the organization
- Implement and manage TNFP reserves policies
- Provide financial oversight and strategy for TNFP’s social enterprises
- Provide oversight for and review all TNFP leases, contracts, and MOUs, ensuring that there has been proper legal review on all necessary documents

Human Resources
- Maintain all personnel files and HR records
- Manage all staff benefits including PTO, healthcare enrollment and related payroll deductions, etc.
- Manage all HR policies and update employee handbook as needed
- Maintain emergency procedures, including annual CPR and active shooter trainings

General Operations
- Supervise and support all administrative staff as established by the current organizational chart
- Manage all IT contracts, equipment and systems including but not limited to: computer replacement policies, technology systems, technical support for phone and security systems
- Manage building and facilities maintenance and oversight including but not limited to: utilities and vendor contracts, maintenance, after-hours usage, janitorial and landscape contracts, and security
- Oversee TNFP facilities rental program and respond to inquiries
- Oversee management of TNFP vehicles in collaboration with TNFP’s Food Distribution Coordinator
- Other responsibilities as assigned by the Chief Executive Officer

REQUIRED QUALIFICATIONS
- Bachelor’s degree in business, finance, accounting or other relevant field
- Minimum of three years of experience in nonprofit financial management or related field
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficient use of QuickBooks and Microsoft Suite
- Ability to translate financial concepts to colleagues without finance backgrounds
- A successful track record in setting priorities, with keen organizational, analytic, and problem-solving skills

CLASSIFICATION: This is a full-time, exempt salaried position of 40 hours per week that reports to the Chief Executive Officer. Weekend and evening hours may occasionally be required. Compensation range for this position is $65,000-$75,000 annually, commensurate with experience.

TO APPLY send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.