Director of Finance and Administration

Washington, DC

WHO WE ARE

We know that our climate goals can only be met by rapidly reducing emissions and removing the carbon that already exists in our atmosphere. Carbon180 is a climate NGO with a vision to remove legacy carbon emissions from the atmosphere and create a livable climate in which current and future generations can thrive. Based in Washington, DC, we design and champion equitable, science-based policies that bring carbon removal solutions to gigaton scale.

THE OPPORTUNITY

Overview

Carbon180 is seeking an inaugural director of finance and administration to help facilitate our next iteration of growth. The ideal candidate is a skilled financial manager with experience in grant management and organizational planning for nonprofits. They are mission driven, strategic, and able to seamlessly shift focus from details to the big picture. Our director of finance and administration will play an integral role in maximizing our resources for organizational capacity and impact.

Major Roles + Responsibilities

- **Lead the annual budgeting and planning process** with the executive director, administer and review all financial plans and budgets, and regularly monitor and review the organization's financial status with the senior leadership team.

- **Advise and support the team in allocating budgetary resources** to accomplish goals and assess the organization’s financial performance against both the annual budget and our long-term strategy.

- **Lead monthly accounting processes** including bookkeeping, accounts payable, deposits, payroll, month-end close process, and employee reimbursements.

- **Manage relationships with consultants and vendors**, including the firm that coordinates our investment portfolio, and monitor contracts and payments.

- **Implement contracts and financial management systems**, develop tools for forecasting and scenario planning, and ensure steady, high-quality reporting of financial data and cash flow.
• **Partner with program leads and the executive director on grants**, including drafting the financial components of grant proposals, developing budgets, monitoring spend down, and submitting financial reports.

• **Evaluate grants and donor letters** for restrictions and revenue recognition and track the receipt, allocation, and expenditures of restricted and unrestricted donations.

• **Lead risk management and legal activities**, including registering and maintaining necessary insurances and managing contracts, leases, and other legal documents and agreements.

• **Lead the year-end accounting close process**, including ensuring accurate and complete financial records and scheduling, coordinating, and leading the annual audit with external auditors and the board of directors.

• **Analyze and present financial reports** and communicate monthly, quarterly, and annual financial statements to the board of directors and senior management.

• **Effectively delegate responsibilities** with operations team members and determine future hiring or other support needs for the finance and administration team.

**Compensation + Benefits + Perks**

Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our employees.

The hiring range for this position will be **between $140,000 and $182,500**, commensurate with candidate experience.

Carbon180 prides itself on offering benefits and perks to our employees that illustrate how we live our values, including:

- 36-hour workweeks (we close at 1 pm every Friday) and dedicated no-meeting time each week
- Flexible work culture
- 4 weeks of PTO, 2 weeks of paid org-wide breaks (1 week in the summer and 1 in the winter), 2 weeks of sick leave, and 5 floating holidays/personal days
- 16 weeks of paid parental leave
- 100% company-covered insurance premiums for medical/dental/vision/long-term disability for you and your dependents
- A quarterly health & wellness stipend

**WHO YOU ARE**

Our ideal director of finance and administration believes deeply in our mission. Beyond that:

- **You move fluidly from strategy to execution.** You appreciate the big picture and feel inspired to set a bold vision, but you know it’s all in the details. You manage projects fluidly, fiercely prioritize, and track timelines, data, and information in an organized and
systematic fashion. You thrive in situations where you get to create order and structure out of ambiguity, maximizing efficiency and usability.

- **Creative problem-solving fires you up.** When faced with a mountain, you know there are plenty of ways to climb it. You aren’t dissuaded by challenges. In fact, you’re energized by envisioning approaches to facing them. You build structure out of chaos, but you believe nimble systems > bureaucracy any day.

- **You’re a driver of results.** You stay focused on outcomes, use data to drive decisions, and set and achieve big goals.

- **You are an excellent communicator.** Whether it’s designing new procedures and relaying them to the team, writing a proposal for funders, or translating complex information to stakeholders, you know that clarity, timing, and format matter.

- **You’re an organizational mastermind.** You’re the “spreadsheet friend” (we all have one, if we’re lucky) and are constantly on the lookout for new tools that teams can use to manage, organize, and execute great work.

- **You’re high-impact, low-ego, and kind to yourself and others.** You choose optimism, assume the best, and resonate with our core values (see below).

You will also need:

- A CPA and 10+ years of experience in practical accounting, organizational budgeting, finance management, and administration at a high-growth nonprofit organization.

- Experience with grant tracking, managing donor restricted net assets, payroll management, and general business systems and functions.

- Demonstrated success in developing, utilizing, and monitoring financial systems. Quickbooks experience is strongly preferred.

- Exceptional project management skills.

We currently require that all employees that plan to enter a Carbon180 office or otherwise meet in person with coworkers or other third parties on Carbon180 business are fully vaccinated against the COVID-19 virus. Accordingly, this role may require full COVID-19 vaccination (subject to any exemptions or accommodations due to medical or religious reasons).

**TO APPLY**

To apply for the role of director of finance and administration, please submit an application [here](#) by Monday, September 26, 2022. Applications will be reviewed on a rolling basis so we encourage you to apply as soon as possible. If you have any questions or issues submitting an application, please email us at hiring@carbon180.org.

On the application, you’ll be asked to

- answer some basic questions about your background/experiences;
● in place of a cover letter, answer a few written reflection questions to help us learn more about your interest in joining our team and in this role specifically, and;
● attach your resume via email as prompted in the application form.

INTERVIEW PROCESS + TIMELINE

● Applications are being accepted through Monday, September 26, 2022 & reviewed on a rolling basis.
● There will be three rounds of interviews throughout October and November.
● We anticipate extending an offer in late November or early December.

OUR VALUES

At C180, we believe in living by an internal set of core values, which we strive to embody and celebrate in moments big and small.

● **One Boat.** We work hard to ensure that we are rowing in one direction as a team, aligning our work and resources to shared goals.

● **Pencil to Pen.** We think critically, do our research, and weigh multiple options. Then, we commit to move to action.

● **Win and Lose Together.** When one of us succeeds, we all win. When we encounter challenges, we determine how best to redirect the energy and resources of the team to solve them.

● **Person in the Professional.** Our team is composed of real people with real passions, interests, and needs, within and outside of our work. To be our best and most productive selves at work, we believe we need to care for ourselves and others.

● **Make Space, Share Space.** We believe in making space for all voices to be heard, within our team and our broader work — particularly and especially voices historically disenfranchised and disproportionately impacted by the effects of climate change.

● **Be a Window, Not a Door.** We’re committed to transparency and shining light on how and why decisions are made. We are honest with one another, ask for clarity, and operate with integrity to build a culture of trust.

● **Grow the Braintrust.** We are committed to constantly learning and staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and bring great minds to the field of carbon removal.

*Carbon180 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. Carbon180 continually seeks to enrich its staff and team culture. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We’re also committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We’ve adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities.*