



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT  
DIRECTOR OF FINANCE AND ADMINISTRATION  
EVERY MEAL**

**ORGANIZATIONAL OVERVIEW**

Every Meal exists to fight child hunger through community and school partnerships. Through its network of community partners, Every Meal works hard to get food to kids who live in food insecurity. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. The organization has had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model ensures a broad and sustainable impact in the fight against child hunger because it addresses the real problem of distribution, not supply.

Every Meal has a staff of 39, with plans to continue growing. Annual budget is just shy of \$7 million. Every Meal is an organization that cherishes its Mission, Vision, and Values. Interest individuals should review those before applying (<https://www.everymeal.org/about/mission>).

**PRIMARY AREAS OF RESPONSIBILITY**

Reporting to Every Meal's Vice President, The Director of Finance and Administration is a critical member of the leadership team, and is responsible for overseeing the organization's financial, human resources, and office operations functions. The Director of Finance and Administration supervises four direct reports. The primary responsibilities include:

- **Financial Management:** Oversee the overall financial operations, including the year-end audit; Integrate the financial components of the major organizational functions (Donor Relations, Programs, Finances, HR, IT, and Supply Chain); Ensure compliance with generally accepted accounting principles, standards, and regulatory requirements, including annual Form 990 reporting; Proactively provide forward-looking financial analysis and modeling; Lead the annual budgeting process.
- **Human Resources Management:** Oversee all HR functions within the organization including recruiting, onboarding/offboarding, and ongoing employee training; Collaborate with organizational leaders to develop and implement policies, education, continuous improvement, and Diversity, Equity, Including, and Belonging (DEIB); Manage, evaluate, and improve the core employee experience (hiring, onboarding, compensation, benefits, performance management).
- **Office Operations Management:** Oversee facility operations, including supplies, technology, purchasing, maintenance; Lead Every Meal's Safety Committee and Emergency Response Team; Lead the risk-management function.
- **Executive Leadership:** Provide high-level, strategic organizational leadership as part of the Leadership Team and Finance Committee of the Board; Develop and support department staff; Model the Values of Every Meal; Represent the organization at events and to community groups.

## **DESIRED QUALIFICATIONS**

### *Education*

- Bachelor's degree in finance, accounting, business, or similar. Master's of Business Administration degree preferred.

### *Experience*

- Compassion and passion for the work of fighting child hunger.
- Five to ten years of finance experience, with three or more years in a leadership role.
- Demonstrated values-based approach to financial and human resources leadership.
- Record of leading annual budgeting, annual audit, and government reporting
- Demonstrated success achieving clear, creative, and sustainable financial outcomes.
- Strong leadership skills for developing and motivating staff in a team environment.
- Knowledge of human resources systems, including payroll and performance management.
- Experience with risk management and insurance.
- Strong critical-thinking skills.
- Strong systems-based approach to problem-solving
- Cultural competency with diverse communities.
- Effective public speaking, interpersonal, written, and oral communication skills.
- Working knowledge of MS Office Suite, Google Drive, and accounting software; capability to learn other software necessarily to perform the job, specifically NetSuite.
- Previous nonprofit experience a plus.
- Previous experience working or volunteering with child hunger a plus.

## **COMPENSATION**

The salary range for this position is \$90-\$120K and is commensurate with experience and qualifications. In addition, Every Meal offers a very competitive and generous benefits package.

## **TO APPLY**

Every Meal is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The organization will begin reviewing applications April 1, 2023. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to [brad@cincinnatus.com](mailto:brad@cincinnatus.com), or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.