



Job Opening: Director of Finance & Administration

The Savanna Institute invites applications for a Director of Finance & Administration to bring their skills and passions to the leadership of our dynamic organization. We are seeking a diversity of voices at the table and strongly encouraging people of color, women, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Posted November 17, 2022

Organization Description

The Savanna Institute is a 501(c)(3) non-profit organization with offices in Spring Green and Madison, Wisconsin and Urbana, Illinois. Established in 2013, we work in collaboration with farmers, scientists, and other stakeholders to develop perennial food and fodder crops within multifunctional systems grounded in ecology and inspired by the savanna biome. Our work aims to lay the groundwork for widespread agroforestry in the Midwest US via strategic research and education. For more information, please visit [savannainstitute.org](https://www.savannainstitute.org).

How To Apply

Submit a resume/CV and cover letter to jobs@savannainstitute.org

Deadline Applications will be accepted until January 15, 2023.

Questions?

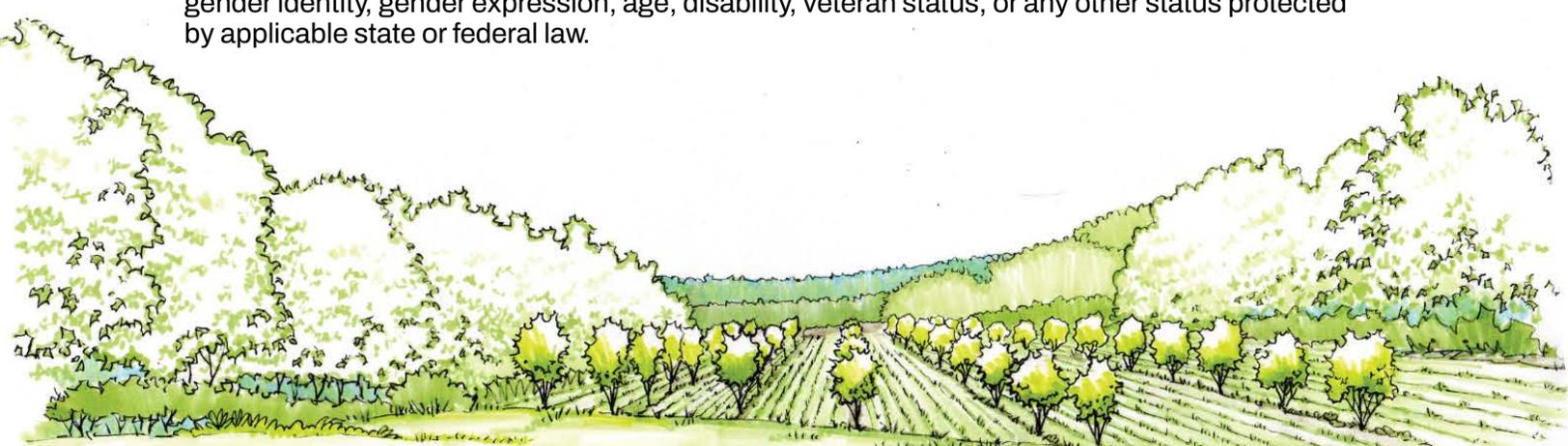
Email Kathleen Fitzgibbon, Operations Manager, kathleen@savannainstitute.org.

Diversity Commitment

The Savanna Institute affirms the value of diversity of staff and stakeholders, and aims to foster inclusive environments and equitable outcomes of our work. We seek individuals who are committed to these goals.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other status protected by applicable state or federal law.





Position Opening – Director of Finance and Administration

The Director of Finance and Administration will play a critical role, along with the executive director and the rest of the senior leadership team, in strategic decision-making and operations as Savanna Institute continues to enhance its quality programming and build its capacity. The successful candidate will be a hands-on and participative manager and will lead and develop a team to support the following areas: finance, business planning and budgeting, human resources, and administration. This is a unique opportunity for a finance and operations leader to strengthen the internal capacity of a dynamic, high-impact organization dedicated to transforming agriculture into a just and equitable climate solution.

Job Description

Hours: Full time

Location: Madison, WI; Spring Green, WI; Urbana, IL, or remote

Start Date: Flexible in early 2023

Salary: \$70,000 - \$89,000, based on experience

Benefits: This position is eligible for the Institute's benefits package

This position reports to the Executive Director.

Duties/Responsibilities

General

- Provide appropriate financial information and sound judgment to contribute to the organization's success.
- Oversee administrative and interdepartmental organizational functions.
- Provide excellent customer service to the organization's programmatic and fundraising departments, thereby positioning the organization to deliver on its mission.
- Supervise administrative staff (currently Operations/HR Manager, Finance Manager & Administrative Assistant).
- Other duties as assigned.

Finance

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Maintain a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.



- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the ED and assist in communication with the board of directors' finance committee.

Human Resources and Administration

- Further develop human resources administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Manage continuous improvement of internal policies that foster an equitable and inclusive organizational culture.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Ensure that recruiting processes are consistent and effective.
- Work effectively and transparently to support contracts and agreements with vendors, consultants, and other external partners.
- Oversee administrative functions to ensure efficient and consistent operations as the organization scales.

Qualifications

- At least seven years of overall professional experience, at least three in a supervisory capacity, with a successful track record in setting priorities and accomplishing complex objectives.
- Experience holding responsibility for the quality and content of organizational financial data and with coordinating reporting and audit functions (or equivalent).
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Thorough understanding of nonprofit accounting (or equivalent).
- Extensive experience with Quickbooks and Google Suite software.
- Keen analytical and problem solving skills which support and enable sound decision-making.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to prioritize and produce definite results in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the organization's success.

Physical Requirements

- Prolonged periods working at a computer.
- Must be able to lift up to 15 pounds at times.