



Director of Finance and Administration

Who we are

Founded in 2015, the Black Church Food Security Network (BCFSN) is working to create Black-led food systems anchored by Black churches in partnership with Black farmers. Our work is rooted in the principles of Black food and land sovereignty. Therefore, we are not a food charity organization. We are a self-help organization that utilizes an asset-based community development model that leverages and maximizes the existing resources of the Black Church community. Through this approach, we are advancing health, wealth, and power for our people!

We currently work with farmers, churches, organizations, and seminaries in Ohio, Maryland, Washington D.C, Virginia, North Carolina, South Carolina, Georgia, Indiana, Tennessee, and Texas.

About the role

BCFSN is looking for a mission-oriented, strategic leader with experience managing finance and operations in an early-stage nonprofit organization. A strategic thought partner to the Executive Director, the Director of Finance and Administration will lead and develop the internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT. The Director of Finance and Administration will play a critical role in partnering with the leadership team in strategic decision-making and operations as BCFSN continues to expand our programming and build organizational capacity.

What you'll do

Financial Management

- 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 informed of the organization's financial status
- Manage organizational accounting, including accounts payable and receivable, payroll, cash management, and other accounting operations with the support of a part-time bookkeeper
- Responsible for organizational cash flow, financial forecasting, and quarterly reporting
- Work in collaboration with the leadership team and fiscal sponsorship organization to refine and strengthen budget management systems for tracking program expenses and reporting on organizational finances to funders
- Implement a 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 seasonal operational requirements
- Support the development and pricing of additional earned revenue channels as BCFSN grows



- Prepare for an eventual the annual audit process, liaise with external auditors and the the finance committee of the board of directors; assess any changes necessary

Administration

- Ensure availability of equipment, staffing, and software systems to BCFSN team
- Establish, communicate, and interpret HR policies and procedures, and ensure compliance
- Maintain knowledge of employment legislation, and ensure compliance with federal, state, and local law and regulation

Who you are

- At least 6 years of professional experience with financial and operations management experience
- Hold a B.S. in accounting or finance
- Flexible but influential, in order to obtain buy-in and drive change – can act as both a creative business partner to our company's management and a hard worker who gets things done
- A structured, analytical thinker who can clearly communicate complex systems
- Strong knowledge of nonprofit accounting protocols
- Some experience with grants management and philanthropic reporting requirements
- Willing to roll up your sleeves with a no task-to-small attitude
- Possess the cultural and social competency to work across a diverse array of teammates, partners, and communities
- Technology savvy with experience selecting software; knowledge of accounting and reporting software, Aplos or Quickbooks preferred
- Baltimore Metro Area resident preferred

We believe that its more important to be a learner than a knower to succeed in a role at BCFSN. So, if you think you have what it takes but don't necessarily meet every single point listed above, please apply - you could be exactly whom we are looking for!

What you'll get

- The opportunity to make a meaningful impact on the lives and livelihoods of Black churches, Black farmers, and community members
- Access to BCFSN world-class network of advisors, partners, and funders
- On the job learning with a leadership team that is committed to the growth and development of all employees, including an annual professional development stipend
- The salary range for this position is \$80,000-\$90,000 paid in bi-weekly installments at the middle and end of each calendar month
- Full coverage of health, vision, and dental benefits
- 3 weeks of paid time off and additional sick leave
- Hybrid-remote work setup



Fusion Partnerships is the fiscal sponsor of Black Church Food Security Network.

Fusion Partnerships is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity and expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer of the government, or against any individuals who assist or practice in the investigation of any complaint or otherwise oppose discrimination.

[Apply here](#)