



## Finance and Operations Director

**Are you a finance and operations professional looking to make a positive impact with a mission-driven nonprofit organization?** Do you care about climate change, clean energy, or environmental justice? Join an innovative young nonprofit organization, All In Energy, working to expand access to climate solutions and green jobs across the Commonwealth. Our mission is to accelerate an inclusive clean energy economy. We build partnerships with municipalities and community organizations in underserved communities to run multilingual outreach programs that connect residents and small businesses with energy efficiency and affordable renewable energy. We leverage this work to increase opportunities for diverse, multilingual talent to access careers in the clean energy industry. We currently operate in 8 communities in eastern MA and will be expanding our operations to support 15-20 communities in the next 2 years.

**We are seeking a strategic financial manager and proactive systems thinker to oversee All In Energy's financial and operational systems - a leader who can strengthen and scale up our internal systems as we expand our programs and team.** If you enjoy a dynamic role that allows you to engage with many parts of an organization's work, with a mix of consistent responsibilities and changing projects focused on an organization's systems, processes and staff support, we encourage you to apply.

### **Key Responsibilities:**

**Ensure strong financial management and guide organization's financial strategy** in collaboration with executive leadership team, including by:

- Developing multi-year budgets, cash flow projections and grant budgets
- Engaging with board of directors by providing accurate and timely financial reports and coordinating board finance committee
- Supporting managers to maintain expenses below budget
- Following finance protocols and maintain policies
- Managing prompt payment of payables and collection of receivables
- Coordinating the annual audit and assisting the external auditors.
- Completing annual state and federal tax returns and other required filings
- Assisting with developing annual fundraising and revenue strategy

**Maintain and improve the organization's operational systems,** including by:

- Overseeing and improving organization's operational systems and software, in collaboration with Coordinator, such as time tracking, staff technology and equipment needs
- Serving as project manager for time-limited projects affecting organization's operations in the areas above. Specifics will depend on skill set but could include: Developing performance evaluation system and coordinate training for staff; Overseeing development of Salesforce donor database by data team; Bringing All In Energy into

compliance with utilities' data security requirements; Searching for office space, if it becomes financially viable

**Support the organization's growth and nurture positive inclusive culture focused on impact through effective HR management**, including:

- Overseeing recruitment, hiring, onboarding processes
- Creating and maintaining supportive personnel policies and procedures
- Overseeing benefits policies and managing options for employees
- Serving as confidential support for staff concerns
- Guiding equitable practices for staff compensation, promotions and raises.
- Ensuring compliance with state reporting, workforce policies and HR requirements

**Manage Finance and Operations Coordinator** to run payroll, maintain accurate financial and donor records, and support organization's operations.

**Qualifications:**

- 5+ years relevant professional experience.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either an organization or significant program area
- Ability to translate financial concepts to, and to effectively collaborate with, programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Experience creating and improving organizational systems to support smooth operating, organizational growth, and staff development
- Staff management experience and an approach that supports individual growth of direct reports
- Excellent project management skills and ability to oversee projects related to a wide range of finance, technology, operations and human resources needs.
- Comfortable liaising with a variety of external vendors and funders
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Experience and high level of competency with Salesforce and Quickbooks, or experience with comparable systems and proven ability to learn quickly
- Comfortable working independently and as a part of a small, nimble team.
- Passionately embraces the mission of All In Energy, with a strong commitment to addressing climate change, equitable clean energy access, and/or economic and environmental justice.

**Preferred qualifications:**

- Experience overseeing human resources for a nonprofit organization
- Knowledge of state residential energy efficiency and renewable energy programs.
- Experience working with people with a variety of backgrounds and experience levels

- Native or fluent speaker and writer in language(s) prevalent in communities we serve: Spanish, Portuguese, Chinese, Khmer, Russian, Haitian Creole, Cape Verdean Creole.

**Hours and Compensation:**

- 40 hours is preferred. Will consider experienced part-time candidates.
- Salary \$65,000-\$75,000, commensurate with experience.
- Health insurance stipend.
- Additional benefits include flexible schedule, paid sick time and vacation time, flexible working location. Work-from-home is possible, even in non-COVID times, with periodic meetings in the Boston area. We also have access to a shared workspace near BU Central Green Line T Station.

All In Energy is an equal opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

**To apply, please email a brief cover letter and resume to [careers@allinenergy.org](mailto:careers@allinenergy.org) with the subject line "Finance and Operations Director."**