



Market Umbrella

Director of Finance and Operations | Job Description

Title: Director of Finance and Operations

Position Type: Full Time, salaried. FLSA status: exempt. Some evenings and weekend hours are required. Outdoor market work required, paid bi-weekly for 26 weeks.

Salary range: Starting at \$80,000 commensurate with experience, paid bi-weekly for 26 weeks.

Benefits: 12 Paid holidays and 18 Paid Days/Time Off. Health and dental insurance (Market Umbrella funds 75% for staff and qualifying dependents); vision (staff and qualifying dependents), life, AD&D and short term disability insurance (Market Umbrella funds 100%). 401K retirement plan (up to 4% Market Umbrella annual match). FSA (125 plan) and HSA: eligible in the following month after a 1 month waiting period.

Organization Overview:

Market Umbrella is a 28-year-old community non-profit that operates the Crescent City Farmers Markets, provides community education related to nutrition and healthy eating, and offers a robust array of food access programs. Our work supports Louisiana foodways and culture, serves as a small business incubator and supporter of the local economy, and provides food access programs to help all New Orleanians and beyond have greater access to fresh, local foods. The Crescent City Farmers Market operates three weekly farmers markets in the New Orleans area, hosting over 80 local small farmers, fishers, and food producers, and more than 100,000 shoppers annually. In addition, Market Umbrella offers a weekly home delivery produce box. We offer a variety of SNAP education and nutrition education programs, and several food access programs including Market Mommas Club and Market Match. We've expanded our efforts to support producer and farmers markets across the state through launching a statewide Market Match program called Greaux the Good.

Position Summary:

The Director of Operations is responsible for the oversight of the financial and operational activities of the organization. They oversee all aspects of finance, human resources, grants management, operations, and technology, including overarching integration of all aspects of the organization's programs. This position will play a key role in reporting, planning and ensuring comprehensive organizational compliance with legal, financial and regulatory requirements for all funding streams, operations and programmatic activities. This position will be responsible for ensuring that standard operating and financial policies and procedures are created, documented, implemented with fidelity across the organization and adapted as needed to incorporate strategic organizational changes and growth for an evolving organization. The finance manager, administrative assistant and communications specialist all report to this position. This position is a member of the senior team and reports to the director.

Key Responsibilities

Finance

- Oversee the financial health of the organization by monitoring the budget, tracking income and expenses, preparing financial reports, grants compliance and managing cash flow
- Play a key role in strategic financial planning, aligning operational efforts with the organization's long-term goals
- Grants management: Support program staff in adhering to program-specific policies and procedures as required by funders. Develop and supervise a system for data collection, organization, compliance, and reporting to the purposes of demonstrating programmatic



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impact, reporting to funders and stakeholders, and internal evaluation. Including producing budgets to support applications, and regular and accurate reports to directors.

- Lead annual budgeting and planning processes in conjunction with the director, senior leadership team and finance committee
- Develop and oversee a system for invoicing, contracting, and payment processes to ensure vendors are paid and/or billed in a timely manner
- Oversee transition from outsourced to in-house financial management
- Coordinate and lead annual audit and 1099 filing activity to comply with state and federal requirements
- Development: support senior team in filling development role gap, help recreate the development role based on current organizational needs, lead some development projects between now and end of year

Operations

- Collaborate as part of the Senior Team to implement the strategic plan
- Collaborates with other MU directors and staff on organizational decisions and policy stances
- Develop, update and maintain key processes and procedures for all areas of MU's operations including financial, performance, and information management including implementation of the Trepwise roadmap
- Organize and improve office structure and filing systems; prepare the organization for a potential office move
- Oversee the management and maintenance of organizational equipment and assets, including computers, printers, laptops, etc.
- Facilitate the updating and maintenance of a high-quality employee handbook and provide training, guidance, and support to all employees as needed
- Manage payroll processes, PTO systems, and healthcare/ benefits administration for staff
- Act as a resource for all team members in any questions or challenges that arise related to finances, HR, compliance, or other policies and procedures
- Establish and manage onboarding and offboarding processes, fostering a smooth transition for new hires and departures
- Attend and co-lead organization Board meetings, Board Committee meetings, and staff meetings

Desired Skills and Competencies

Required Skills

- At least five years of non-profit/finance administration experience, with similarly sized organizations
- Bachelor's degree or higher in finance, accounting, business administration, or other related field
- Advanced degree or certificate preferred
- Strong financial acumen and accounting skills, including experience with financial planning and forecasting
- Excellent analytical and problem-solving skills
- Highly organized and accountable
- Experience managing multiple deliverables against deadlines
- Excellent written and verbal communication skills
- Experience with nonprofit organizations, including grant management
- Strong leadership and interpersonal skills



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- Ability to navigate internal and external conversations around diversity, equity, and inclusion, as well as an understanding of the concepts of institutional and structural racism and bias.
- Ability to work independently and as part of a team
- CPA or other relevant professional certification
- Experience with employee relations and HR management, including benefits administration
- Knowledge of relevant laws and regulations related to 501c3 status
- Familiarity with Quickbooks, Microsoft and Google suites, payroll and payment processing systems, Adobe
- Covid vaccine and relevant boosters required
- At least 2 days per week required in office

Preferred Skills

- Experience with technology implementation and management
- Existing familiarity with the New Orleans community
- Experience working in farmers markets, food access, agriculture, or related sectors
- Spanish language fluency a plus

Market Umbrella is committed to having a staff that represents the community we serve. We encourage applicants who can help us build a truly inclusive culture to apply. Market Umbrella provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, or veteran status.

To apply, please submit a cover letter and resume to employment@marketumbrella.org. Applications will be reviewed on a rolling basis.