

FareStart Chief Financial & Administrative Officer (CFAO)

Compensation: \$210K - \$250K

Invitation to Apply

Hello, we at **FareStart** are seeking an addition to our leadership team in our search for a new **Chief Financial & Administrative Officer**. This person will report to Angela Dunleavy, our CEO, and join a team of dedicated executives and staff determined to **provide real solutions to poverty and hunger**. This new position and is the result of our decision to separate the current Chief Financial Officer/Chief Operating Officer responsibilities currently held by Ryan Dean, a longtime member of our executive team. Ryan will retain the COO responsibilities and will work in close association with you, our new CFAO to achieve FareStart’s new strategic vision. We invite you to continue reading the information below to determine if this may be a great opportunity for you or for someone you may know.

WHO WE ARE

We are a social enterprise organization with a strong commitment to build an organization respected as a transformer of lives, a disruptor of poverty and a nourisher of communities through food, life skills and job training. **We are committed to antiracism and define it as the clear acknowledgement that racism permeates organizations, communities, and industries, including our own.** Our Board and leadership team are firmly committed to confronting and eliminating racism in our decision-making, community interfacing, business practice and policies, partnerships and philanthropic endeavors.

As we head into our fourth decade of proudly serving the Seattle region through direct service and the Nation through consulting, we are driven by the FareStart VISION that every individual has the opportunity to thrive in an equitable and just world. We take a comprehensive approach in the work we do everyday. To guide our work over the [next three years](#), we have developed a [strategic framework](#) based on three pillars rooted in our mission: **Personal Stability, Economic Mobility and Food Security**. Advancing race equity, centering people furthest from opportunity and community collaboration are cross-cutting all the pillars.

Mission:	FareStart transforms lives, disrupts poverty and nourishes communities through food, life skills and job training
Vision:	Every individual has the opportunity to thrive in an equitable and just world
	Acceptance: We build relationships based on the belief that the past informs but does not dictate the future.

Our Values:	<p>Respect: We treat everyone with dignity, regardless of background or differences. We actively listen and seek first to understand. We are honest, even when it is difficult.</p> <p>Openness: We create a culture of trust through transparency and open communication. We are open to new ideas.</p> <p>Collaboration: Contribute positively to strengthen the organization and our impact through teamwork and through partnerships.</p> <p>Accountability: We are responsible to each other, to our community and ourselves. We are committed to rigorous evaluation and making fiscally responsible decisions that align with our mission.</p> <p>Inclusion: We provide a community of belonging, regardless of background. We value and seek out diversity.</p> <p>Growth: We are a learning organization. We invest in continuous improvement and growth.</p>
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With an annual operating budget of approximately \$20 million, our social enterprise model braids philanthropic and public funding with revenue from our foodservice businesses. We employ 150 full and part-time staff and benefit from the help of over 1,300 volunteers. Governance is provided by a Board of Directors that serve on committees in support of the organization’s efforts.

We provide job training and wrap around support, including housing, counseling, food and transportation to adults and youth. Due to the pandemic, training has moved to a 100% virtual environment and is focused on building skills that can be applied across a variety of jobs and industries. FareStart anticipates bringing back in-person training opportunities in 2022. We also reduce hunger and food insecurity by providing healthy, prepared meals to shelters, permanent supportive housing, schools, daycare centers and nonprofit organizations. Nationally, we provide training, resources and consulting support to nonprofit organizations that want to launch or expand food-based job training programs. Since the pandemic, we have provided over 4 million meals, enrolled 300 people into job training programs and facilitated over 200 job placements.

POSITION SUMMARY

The **Chief Financial & Administrative Officer** will be responsible for providing accurate and passionate leadership of dedicated teams of finance, accounting, evaluation, and technology professionals. This position works closely with the Chief Operating Officer and executive leadership team to ensure our finance & accounting meets best practices, our reporting includes analysis that is accurate and timely, we have strong compliance and evaluation policies and procedures aligned with operations, and our IT infrastructure meets organizational demands. The CFAO will also ensure that FareStart is in compliance with laws and regulations and with compliance requirements from municipal and private sector grants.

Essential Duties and Responsibilities include the following and other duties as assigned.

We want you to bring an entrepreneurial mind-set to enhance the following processes: Finance and Administrative Staff Supervision; Financial Management for the Institution; Financial Planning, Analysis and Reporting; Budgeting and Forecasts; Administrative Policies and Procedures; Evaluation and Compliance efforts; Enterprise IT; and Board of Directors and Committee Support.

Special Focus on Our People:

We are all about people – the people we serve, the people who are our work colleagues, and the people who make up our stakeholder and funder groups. The next CFAO will build a strong team in support of FareStart’s current strategic plan and in support of new innovations being developed by Angela Dunleavy and her leadership team. There will be three direct reports to this position: Director of Finance & Accounting; Director of Evaluations; and Enterprise Systems Manager. You will determine the appropriate staffing levels given our new pandemic-impacted work environment where most organizations that can are offering hybrid work alternatives.

We want you to:

- Retain/Develop staff via cross-training activities including individual development plans.
- Encourage and support continued participation in Diversity, Equity & Inclusion and anti-racism workgroups.
- Provide timely, constructive, and respectful feedback to staff including annual performance reviews.
- Administer and communicate accounting policies and procedures across departments consistent with FareStart’s values.
- Manage various finance, accounting, evaluation and technology department projects.
- Improve IT infrastructure including enterprise software and reporting tools required to complete accurate and timely reporting.
- Align your departments strategically and collaboratively to meet the goals of FareStart’s [2022 – 2025 Strategic Plan](#).

Qualifications

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience/Skills

- A 4-year degree in business, accounting, or related field (advanced degree or C.P.A. preferred) or equivalent experience.

- At least 5 years of experience supervising finance, accounting, public funding compliance, and technology staffs.
- Must have great communications skills, work successfully in a team environment, and provide excellent customer service.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl.

Applications are due no later than April 23rd. The position will be open until filled so please apply as soon as possible. In your cover letter, in addition to discussing your ability to meet the above expectations, **please answer the following questions:**

1. Please describe your biggest accomplishments most relevant to this role.
2. What will your first 90, 180, 360-day plan look like at FareStart?
3. How will you incorporate Equity, Diversity and Inclusion into your role as the next CFAO of FareStart?

We invite interested applicants to submit a cover letter including your answers to the 3 questions above, salary requirements, three professional references and resume to: Norman Sigler at Norman@CLEAR-Consulting.Biz – include in subject line: CFAO. No phone calls please.

Commitment to Diversity and Inclusivity:

FareStart is committed to becoming a fully inclusive, antiracist, diverse organization. To fulfill our mission, vision and values we are seeking candidates who demonstrate shared values of diversity, equity, inclusion, and antiracism.