

Join Vetri Community Partnership's team of passionate, fun-loving, vegetable enthusiasts who are motivated to share how easy and affordable it can be to cook at home.

EAT. EDUCATE. EMPOWER.

Through interactive cooking classes and experiential nutrition education, Vetri Community Partnership uses the kitchen as a classroom to help kids, families, and community members build culinary skills, nutritional knowledge, and confidence.

OUR CORE VALUES

Curiosity | Integrity | Respect | Passion & Pride

IN THE COMMUNITY

Vetri Community Partnership partners with schools and community sites in Philadelphia and Camden that share our passion for nutrition and education. We work with people from under-resourced communities to help build the life skills for a healthier future.

JOB TITLE: Director of Finance and Operations

Vetri Community Partnership (VCP) is seeking a dynamic, people-first Director of Finance and Operations to drive continuous improvement of financial systems and organizational processes. The Director of Finance and Operations will bring financial insights and expertise to ensure that programs and systems run efficiently and with high impact. The ideal candidate will be curious, persistent, collaborative, and have a passion for making Philadelphia a healthier, more joyful place. The Director of Finance and Operations reports directly to the Chief Executive Officer and works closely with the Leadership Team to drive and increase organizational effectiveness.

RESPONSIBILITIES

Financial Management:

- Oversee all organizational finances including budget management, invoicing and accounts receivable, annual audits, and reporting
- Ensure financial sustainability and accountability by monitoring expenditures, overseeing internal controls, and providing analysis for reporting
- Work closely with the finance team and department managers to develop and manage the operational budget, including USDA funding through the SNAP-Ed grant

Operational Management:

- Manage and optimize the use of resources, including human, financial, facilities, vehicles, and technological assets
- Oversee business functions including renewing, enrolling, and administering benefit plans, company insurance, payroll oversight, tax withholdings, and compliance
- Manage technology and data processes and policies to support organizational and programmatic functions
- Ensure efficiency and effectiveness in all stages of the employee cycle, including recruitment, hiring, performance management, compensation strategies, and retention

Strategic Leadership

- Lead and manage the operations team, providing guidance, support, and professional development
- As a member of the leadership team, collaborate to design and lead initiatives to promote and enhance organizational culture, learning, and belonging
- Build and maintain relationships with key stakeholders, including partners, vendors, third-party service providers, funders, and community organizations
- Represent the organization and effectively communicate with the Board of Directors, external partners, funders, advisors, and other key contacts

EXPERIENCE AND REQUIREMENTS

- Bachelor's degree in a business field and minimum of 5 years of experience in an operations and/or finance role, preferably in a non-profit organization
- Proven track record of successful and savvy business acumen, financial management, process improvement, and operational management
- Strong leadership skills with experience in team management and development with strong interest in mentoring and coaching a team
- Analytical and curious with a keen attention to detail and creative problem-solving skills
- Data-driven decision maker with the desire to positively and productively impact strategic initiatives
- Experience with database management and an interest in using technology to improve systems and processes; Airtable experience a plus
- Passion for Vetri Community Partnership's mission of nourishing minds, bodies and communities with nutrition education through cooking
- Must be able to lift approximately 40 pounds
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record

COMPENSATION AND BENEFITS

- \$80,000 annual salary
- Paid time off
- Paid parental leave
- Short- and long-term disability
- Monthly cell phone stipend
- 401(k) match
- Health, dental, and life insurance
- Pre-tax transit benefits

ADDITIONAL INFORMATION

Location: Vetri Community Partnership (915 Spring Garden Street, Philadelphia, PA 19123) with flexible WFH policy
Status: Full Time, Exempt
Reports to: CEO
Department: Finance and Operations
Supervises: Finance Manager, Business Intelligence Manager, Operations Coordinator

TO APPLY

Visit vetricommunity.org/about/careers/ to complete our online application, upload resume, and cover letter (required).

Vetri Community Partnership is an Equal Opportunity Employer.