



Maine Organic Farmers and Gardeners Association
Operations Director
(February 2023)

Title: Operations Director

Primary Responsibilities: To manage MOFGA's administration and internal operations.

Supervisor: Executive Director

Work Week: Full time

Position: Salaried. This position is not eligible for overtime payment. Additional hours on evenings and weekends may be required. **This position is based in Unity, Maine.** Occasional travel elsewhere in the state will be required including to other MOFGA office spaces located in Southern Maine. Flexible work arrangements may be possible upon agreement.

Salary Range: Offering a competitive salary ranging from \$70,000-\$75,000 annually, dependent upon experience.

Benefits: MOFGA offers an excellent benefits package including:

- low-cost medical, dental, vision, and supplemental insurance
- employer paid life insurance
- access to a 403B plan
- ample paid time-off: 14 paid holidays, plus 2 week long full office closures
- 4 weeks of accrued paid vacation after the first year, additional paid sick time and three personal days per year
- Paid parental leave
- Paid Sabbatical after 7 years of service

Summary

MOFGA is hiring for an experienced individual to join our leadership team. The ideal candidate thrives in a fast-paced environment, and will direct the planning, implementation, and ongoing operation and improvement of all internal administrative systems at MOFGA. Core responsibilities include, but are not limited to: financial management, human resources, IT systems, database, benefits administration, annual evaluations, strategic planning, staff training and professional development. The Operations Director supervises a team of 3 operations staff, as well as the Buildings and Grounds Director. Additionally they are responsible for managing relationships with third-party consultants specializing in IT, HR and Finance. This position provides essential support and strategic direction to the organization working closely with the Executive Director, Board, and all staff to translate goals into operational plans and procedures. The individual must bring a people-centered and equity based approach to their leadership and must be committed to collaboration and team-work.

Required Abilities and Knowledge:

- Understanding of nonprofit financial management, best practices and internal controls
- Understanding of legal requirements for Nonprofit organizations
- Excellent attention to detail and an ability manage and prioritize multiple tasks at the same time
- A can-do attitude and a commitment to excellence, with a drive for improving organizational systems
- People-centered approach to operations
- Previous experience with managing a team
- Experience with managing contracts and contractors to deliver core functions
- A commitment to collaboration
- Excellent written and oral communication skills
- Feel comfortable working with technology and IT systems - tech savviness
- Strong project management skills -- able to map out a plan, proactively communicate with stakeholders, plan for mistakes, and debrief for lessons learned
- Self-motivated and proactive
- A team player and someone who enjoys working with a diverse group of staff, contractors, volunteers and members of the public





Responsibilities:

Finance:

- Supervise the Finance and Operations Coordinator to ensure accurate bookkeeping and day-to-day financials
- Oversee the relationship with MOFGA's third party accountants
- Ensure that there are internal controls and checks in place for MOFGA's financial and bookkeeping processes
- Produce monthly financial reports and executive summaries for the Staff, Board and Finance committee, accurately and on time
- Manage MOFGA's fiscal sponsorship program including maintaining relationships with existing organizations and determining possible new opportunities
- Responsible for managing MOFGA's overall budget, cash flow and finances and coordinating the budget process in coordination with the Executive Director and Board Treasurer
- Lead annual tax filings and audits in coordination with accounting firms to ensure timely and accurate completion
- Update and implement all necessary business policies and accounting practices including but not limited to: documenting and maintaining financial policies and procedures, and implementing new or revised internal financial controls in compliance with audit recommendations
- Negotiate contracts with all external Operations Team partners including clients, third-party vendors, and consultants
- Manage and maintain required organization wide insurance policies
- Coordinate financial logistics of the Common Ground Country Fair

Human Resources:

- Oversee management of bi-weekly payroll
- Manage all aspects of employee orientation and off-boarding procedures
- Manage salary benchmarking, compensation review and benefits selection for the organization
- Maintain legal compliance with all state and federal laws in regards to business filings, charitable registration, employment law, and workers' compensation
- Direct human resource initiatives, in coordination with consultants and other staff including but not limited to recruitment; the employee handbook; the performance evaluation process; professional development programs; and staff wide surveys
- Arrange annual trainings for staff to ensure compliance with state and federal regulations
- Work closely with the Equity Stewardship team to assess potential HR initiatives
- Develop and lead MOFGA wide initiatives to promote a healthy and positive work culture and MOFGA's values
- Be a trusted individual for all staff to come to with personnel and HR related questions or concerns
- Work closely with the Executive Director and MOFGA's Leadership to communicate policies or changes to staff in a clear and transparent way

General Operations & Facilities

- Supervise the Buildings and Grounds Director - promote cross-team collaboration between B&G and Operations to ensure facilities, infrastructure and systems are functioning effectively
- Supervise the Database and Constituent Experience manager including support on Database related issues and strategy
- Supervise the Office Manager to ensure smooth functioning of all necessary office operations
- Assess, improve and develop operational systems for staff efficiency and effectiveness
- Ensure there is clarity and documentation of processes across systems
- Ensure staff adoption of organizational systems through trainings, regular communication and reminders
- Help develop and implement a strategic plan for MOFGA's IT needs. Manage third party IT contractors and ensure that all staff and teams have IT needs met
- Carrying out all of the responsibilities listed above in accordance with the mission statement, goals, and philosophy of the Maine Organic Farmers and Gardeners Association
- Other duties as assigned





The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

To apply, please submit a cover letter and resume to Sarah Alexander, Executive Director, at hire@mofga.org. Application review will begin on Feb 22, 2023, but will remain open until this position is filled.

