



## Shelburne Farms Chief Financial Officer

### Organizational Overview

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Based on [Abenaki](#) land and with a campus that includes a 1,400-acre working farm, forest, and National Historic Landmark, [Shelburne Farms](#) inspires and cultivates learning for a sustainable future to help students build a healthy future for their communities and the planet. At Shelburne Farms, the community cares deeply about the sustainability and quality of life on earth and young people having hope for the future. The Farm also believes that sustainability is grounded in individual awareness and community action. Ultimately, Shelburne Farm's vision is for a just world rooted in stewardship and community.

To accomplish its mission and vision Shelburne Farms:

- [Engages youth and people of all ages](#) in learning experiences that inspire them to build diverse, resilient, and caring communities;
- Practices stewardship and embodies values of place and community through caring for and sharing our natural, agricultural, cultural, and human resources; and
- [Collaborates](#) with educators and other local, national, and international partners to advance education for sustainability worldwide.

Shelburne Farms recognizes that justice, equity, and access are central to sustainability. The Farm is committed to translating these values into action across the organization by improving equitable outcomes in its culture, programs, and services. Shelburne Farms works to create experiences of belonging for all, including BIPOC, LGBTQ+ communities, people with disabilities, and people of all economic realities.

### Position Overview

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Reporting directly to the President and as a pivotal member of the Senior Leadership Team that currently includes the President, Executive Vice President and Program Director, and the Chief Advancement Officer, the Chief Financial Officer (CFO) is responsible for providing the agency's fiscal leadership, overseeing information technology, and providing support to the human resource function. The CFO works collaboratively with the President, Executive Vice President and Program Director, and the management team to optimize and allocate resources effectively and efficiently, as well as to establish policies, procedures, and systems to accurately track and report financial results internally for informed decision making and externally for compliance purposes.

The CFO oversees a team of four who collectively manage all financial functions including accounting, payroll, financial operations, state and federal requirements, insurance and risk management; support for grants management and reporting and donor record-keeping; support for human resource functions by maintaining personnel records and administering benefits; and

overseeing information technology to ensure the Farm's computer network, hardware, and telecommunication systems are efficient, reliable, and current.

## **Specific Responsibilities**

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### Strategic Leadership

- Support the development of the Farm's Senior Leadership Team, working collaboratively to ensure decision making is well-informed by fiscal considerations and to provide creative, yet realistic, scenario planning and financial analysis, all with the goal of ensuring resources are optimally used to achieve Shelburne's mission.
- Participate actively in strategic planning activities.
- Attend board meetings and finance-related committee meetings to provide fiscal and operational insight.
- Develop and maintain supportive, collaborative, and respectful relationships with all staff, displaying a keen interest in the mission-focused work of others.

### Accounting and Fiscal Oversight

- Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices (GAAP) and other applicable state and federal regulations.
- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping, and reporting.
- Maintain appropriate financial procedures and internal controls for cash, banking activities, and investments to ensure adequate liquidity as well as sound investment decisions and performance.
- Develop and maintain a comprehensive cost allocation plan and recordkeeping system, ensuring compliance with donor requests, federal and state regulations, generally accepted accounting practices, and contractual requirements.
- Ensure all assets are maintained and accounted for, including an inventory of all fixed assets.
- Lead the external audit process, serving as the primary interface with the independent auditors and ensuring accuracy of financial statements, including Form 990.
- Manage and supervise the financial side of the human resource function, including payroll processing, benefit enrollment, and employee earned time accruals.
- Ensure procurement is completed in accordance with applicable regulations and competitive bidding process, when required.

### Budgeting and Financial Reporting

- Establish and lead the organization's budget planning process and collaborate with the Senior Leadership Team, program directors, and managers to develop annual income and expense budgets, farm-wide and by program enterprise unit.
- Provide comprehensive monthly reporting of financial results against budget and provide, for consideration by management, recommendations for actions necessary to maintain the fiscal health of the Farm.
- Develop recommendations for cost sharing arrangements with the Farm's on-site partners and monitor compliance with arrangements.

- Work with the management team to develop and track and report key performance indicators and trends.
- Submit all annual compliance data for ERISA testing.
- Support donor/grant solicitation and reporting, including monitoring contributed funds to assure that all donor restrictions are met.

#### Staff Management

- Manage, review, and mentor the Farm's fiscal and IT staff, providing appropriate career development opportunities.
- Ensure that farm staff with fiscal responsibility are trained in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting, as needed or requested.
- Set comprehensive goals for performance and growth for employees within the CFO's direct areas of responsibility.
- Build a positive team environment, ensuring that all fiscal and technology staff act with a customer service attitude in support of all of the Farm's employees.

#### Other Responsibilities

- Oversee the network administrator who assesses, supports, upgrades, and maintains the information technology and functions of the Farm, ensuring the computer network and telecommunication systems are current and secure.
- Represent the organization to external financial partners such as banks, insurance companies, and benefit companies.
- Procure adequate insurance coverage, including workers' compensation, property, and liability coverage.
- Negotiate the annual overhead rate with the US Department of Interior; serve as the financial contact with the National Park Service.

#### Desired Credentials

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- A minimum of five (5) years of progressive experience managing fiscal operations.
- Non-profit experience, particularly with an organization that has diverse funding streams is a plus.
- Education and/or life experience focused on accounting, finance, business administration, or a comparable field.
- Additional accounting certifications would be advantageous.

#### Skills and Experience

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- Thoughtful, independent, and strong senior leader and fiscal manager at a mission-driven nonprofit of similar size and reach with a willingness to work collaboratively in a senior leadership role with a diverse team of managers.
- Inspired by the Farm's mission, vision, core values and [strategic plan](#), and personally and professionally committed to advancing [social justice, equity, diversity, and inclusion](#).
- Thorough knowledge of budgeting and cost/fund accounting policies, practices, processes, and procedures with the ability to manage the Farm's annual audit.

- Ability to understand and integrate the fiscal realities and requirements of operating multiple, inter-connected education, farming, food processing and marketing, and lodging enterprises in a way that advances the mission and grows the long-term fundraising success of the nonprofit organization.
- Exceptional financial reporting and analysis skills, supported by strong Excel skills, with the ability to develop key performance indicators and a common dashboard as well as present financial information to non-financial staff.
- Understanding of government and private philanthropy applications, accounting, and reporting requirements.
- Personnel management experience to recruit, lead, evaluate, and retain an effective fiscal and IT team.
- A flexible team player who is curious, open, patient, and adaptable as the Farm works to build the capacity of its Senior Leadership Team and matures in its operations.
- Organized and able to manage disparate functions (accounting and IT) while also understanding and supporting the interface of human resources with finance.

### **Compensation and Benefits:**

This is a full-time, salaried, exempt position with a starting salary range of \$90,000 to \$120,000, commensurate with experience and qualifications. Shelburne Farms also offers a comprehensive benefits package that includes health insurance, life insurance, a 401k plan, a Flexible Spending Account, and generous paid time off.

### **Application Process and Additional Information**

Shelburne Farms is an Equal Employment Opportunity and Affirmative Action Employer which strongly encourages applications from candidates from diverse races, backgrounds, genders, and cultures. Candidate must include a resume and a cover letter that describes: 1) how your qualifications and experience match the needs and mission of the Farm; 2) how your experiences, values, and/or efforts demonstrate your commitment to the values of diversity, justice, and equity; and 3) your salary requirements.

Applications will be accepted until the position has been filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>. This executive search is being conducted by Eos Transition Partners consultant John Tarvin. All submissions will be acknowledged and are confidential, and any questions must be submitted to John at: [jtarkin@eostransitions.com](mailto:jtarkin@eostransitions.com).