



Deputy Director of Finance & Operations Job Announcement

Classification and Time: Full-time, Exempt

Salary: \$130,000-\$145,000 DOE

Benefits: 100% Employer-paid health, dental and vision per FUF Employee Handbook

Hours: 40 hours per week

Reports to: Executive Director

Date Posted: October 2024

ABOUT FRIENDS OF THE URBAN FOREST

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees — half of San Francisco's street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

This position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for over 40 years.

Position Overview

The **Deputy Director of Finance & Operations** will be a key member of the senior leadership team, working closely with the Executive Director and other department heads to ensure the effective and efficient operation of Friends of the Urban Forest. This individual will lead and oversee finance, human resources, and operational functions, ensuring that we maintain the highest standards of fiscal responsibility, organizational efficiency, and employee engagement.

The successful candidate will have a proven track record of nonprofit management and expertise in finance, operations, and HR. They will directly supervise a team of four staff and manage critical systems, including QuickBooks, Salesforce, and Google Suite. This position requires a proactive and collaborative leader who can balance strategic oversight with day-to-day management of core functions.

Key Responsibilities

Finance



- Oversee all financial operations, including budgeting, forecasting, and financial reporting to ensure long-term fiscal health and sustainability of the organization.
- Maintain and monitor financial systems (QuickBooks) to ensure accurate and timely tracking of income, expenses, and overall financial performance.
- Work closely with the Executive Director and Board Finance Committee to prepare and present monthly financial reports, and develop and monitor the organization's annual budget.
- Ensure compliance with all financial regulations, including grant reporting, audits, and tax filings.
- Manage relationships with external vendors, including accountants, auditors, and banking partners.
- Supervise a Grants Accounting Manager and ensure accurate invoicing and bookkeeping

Human Resources

- Oversee the Human Resources Manager in executing all human resource functions, including recruitment, onboarding, performance management, and employee relations.
- Ensure compliance with labor laws and manage all HR policies and procedures to foster a positive and inclusive work environment.
- Lead initiatives to support staff development and retention, including employee benefits, training, and professional growth opportunities.
- Support a culture of equity, diversity, and inclusion across the organization.

Operations

- Oversee operational functions to ensure organizational efficiency, including office management, IT infrastructure, and facilities.
- Lead and manage the implementation of tools and systems (Salesforce, Google Suite) to streamline operations and improve cross-departmental communication.
- Develop and manage policies that support long-term organizational growth and day-to-day operational needs.
- Lead special projects related to operational improvements, risk management, and strategic planning.

Leadership & Strategic Planning

- Serve as a strategic thought partner to the Executive Director, contributing to long-term organizational strategy and decision-making.
- Participate in senior leadership team meetings and board meetings to align operational activities with the organization's strategic goals.



- Provide supervision, mentorship, and guidance to a team of four direct reports, including finance, HR, and operations staff.
- Foster a collaborative and inclusive culture across departments to ensure that all functions work toward the shared mission and goals of the organization.

Qualifications

- Bachelor's degree in business administration, nonprofit management, or a related field (advanced degree preferred).
- 8-10 years of progressive nonprofit management experience, including experience in finance, HR, and operations.
- Proven expertise in managing financial operations, with proficiency in QuickBooks, financial reporting, budgeting, and compliance.
- Strong understanding of human resources best practices, including staff management, policy development, and labor law compliance.
- Experience managing and optimizing operational systems, including Salesforce and Google Suite.
- Demonstrated success in leading and mentoring teams, with excellent interpersonal and communication skills.
- Strategic thinker with the ability to balance long-term planning with hands-on management of daily operations.
- Commitment to Friends of the Urban Forest's mission and values, with a passion for environmental sustainability and community engagement.

Competitive Compensation and Benefits

The Deputy Director of Finance & Operations position is full-time, exempt with an annual salary of \$130,000 - \$145,000. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting at 12 days and increasing with additional years of employment, as well as funds for professional development opportunities.

Equal Employment Opportunity

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

Flexible and Safe Work Environment



The position currently operates in a hybrid model with approximately 75% time working in the office located in the Presidio of San Francisco and 25% time working remotely.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

The noise level in the work environment is usually moderate. Office workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

HOW TO APPLY

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.

If you're interested, please apply using [this form](#).