



P.O. Box 7133
Lowell, MA 01852
www.millcitygrows.org

Director of Administration, Full-time with benefits

Start Date: late August/early September

Close Date: July 24, 2017

Mission:

Mill City Grows' mission is to improve physical health, economic independence and environmental sustainability in Lowell through increased access to land, locally grown food and education.

Description of Organization:

Mill City Grows (MCG) has been working on innovative ways to combat food injustice in Lowell, Massachusetts since 2011. We pursue this mission through the following strategies and programs: education both in and out of schools, supporting community leadership through community gardens, increasing urban agriculture in Lowell through two urban farms, implementing a mobile market, and empowering people to produce their own food. MCG's two main program areas are Food Access and Food Education. Our work in Food Justice is rooted in the idea that a well-educated community will make healthier choices.

Position:

The Director of Administration is responsible for managing MCG's administrative operations, HR functions, and work in partnership with our financial consultants to manage finances. This includes serving as main point of contact for our financial consultants, managing payroll systems, serving as benefits administrator, developing budgets, tracking funding, as well as overseeing the accounting and preparing financial reports and billing, as well as managing all vendors/contracts. The Director of Administration will report to the Co-Executive Directors and will serve on the management team.

Responsibilities:

Administrative Operations

- Oversee all internal aspects of the agency to ensure functionality of office space, equipment and supplies;
- Manage, track and coordinate all vendors, contracts, and landlord;
- Coordinate documentation and logistics for board & staff meetings and board & staff retreats;
- Provide event support and assist with event logistics & documentation (pre, during and post-events);
- Manage IT functions and IT consultant(s);

- Utilize Salesforce database and assist with administration of database as needed;
- Maintain active databases, server, software licenses and technology equipment;
- Maintain a high degree of knowledge and comfort with database features, tracking, generating reports, etc.;
- Train new staff on key office functions relevant to their work and conduct ongoing; regular and ad-hoc review sessions with current database users;
- Maintain updated system documentation and user guides;
- Supervise relevant interns as needed;
- Collaborate with Operations Manager for any applicable projects;

Human Resources Management

- Maintain confidential personnel data securely and accurately;
- Oversee benefits administration, including managing enrollment, educating and assisting staff as needed, and filing appropriate documentation with providers;
- Serve as chief liaison with insurance brokers;
- Ensure compliance with MA privacy laws;
- Oversee and execute onboarding and orientation of new employees to agency culture, policies & procedures;
- Help review, update and maintain Employee Handbook; draft new policies as needed;
- Work with Management team to manage staff performance review process;
- Coordinate and implement Staff Wellness plan

Financial Management

- Direct the financial affairs of the agency within the scope of responsibility delegated by the Executive Director and Board of Directors including coordination of federal, state and local tax and regulatory compliance;
- Work with Mill City Grows' financial consultants and outsourced bookkeeper - NonProfit Capital Management (NPCM) to oversee all financial operations
- Work with Executive Director, Management team, and NPCM to create program budgets and accurate projections;
- Submit accounts payables and accounts receivable to NPCM weekly for processing;
- Oversee all credit cards; reconcile receipts monthly and ensure all staff have entered receipts correctly into Xero;
- Ensure accuracy of transactions in Xero in collaboration with NPCM;
- Manage payroll; ensuring timesheets are accurate; processing payroll biweekly;
- Process online and offline donation payments;
- Oversee all bank deposits and all expenses; monitor bank accounts; and review reconcile done by NPCM
- Work with NPCM to prepare billing for all grants and cost reimbursement contracts

- Prepare invoices
- Maintain hard copy records; work with NPCM to ensure all accounting
- Work with NPCM to prepare reports for funders, Executive Director, Board of Directors and committees;
- Work with NPCM and auditor to prepare annual financial audit and Form 990;

Other

- Participate in professional development activities and webinars when appropriate;
- Serve as an MCG ambassador and help to cultivate stakeholder relationships at internal and external events;
- Perform additional duties as assigned.

Qualifications:

- Commitment to and belief in the mission, vision and values of Mill City Grows;
- 5+ years experience in managing operations, administration and finance in non-profit sector or similar experience in the for profit sector.
- Strong interpersonal, oral and written communication skills;
- Effective planning, organizational, and time management skills and keen attention to detail;
- Ability to be resourceful and analytic, be a problem-solver and offer solutions to challenges;
- Ability to work independently as well as collaborate effectively on a team;
- Ability to multi-task and to respond flexibly to a fluid and evolving agency environment;
- Strong Microsoft Excel, Word and database management skills, experience with accounting software (Mill City Grows uses Xero), payroll systems, Dropbox, and Salesforce
- Drivers license preferred (job requires some travel in and around the greater Lowell area)
- Willingness to give and receive constructive feedback;
- Willingness to go above and beyond in time and effort to ensure agency goals are met;
- Bachelor's degree preferred.

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, and accessible office location in Lowell. This position may require some evening/weekend hours. Salary commensurate with experience with benefits.

To Apply:

Email cover letter and resume to lydia@millcitygrows.org

Please have 3 references upon request.

Mill City Grows is an Equal Opportunity Employer. <http://www.millcitygrows.org>