



## Operations Director

### JOB SUMMARY

The Operations Director is responsible for overseeing the daily operations of Roots Rising, including human resources, administrative systems, and financial management. This role ensures that internal processes are efficient, transparent, compliant, and aligned with our organizational values. The ideal candidate will have strong financial acumen, an eye for building and maintaining detailed internal processes, experience implementing accessible and values-informed financial practices, and desire to create a sustainable, human-centered staff team as the organization grows.

The Operations Director is supported by a strong culture of collaboration, passionate staff and board of directors, and a caring work environment. Roots Rising practices a shared leadership structure, with the belief that wisdom is not confined to any single individual, and that success comes from the raising up of multiple voices and perspectives. The Operations Director will be a participating voice in this ecosystem, and will have the Executive Director as a key resource and functioning supervisor.

More information on Roots Rising's guiding values can be found at:

<https://www.rootsrising.org/our-values>.

*Applications are accepted on a rolling basis. We anticipate scheduling interviews starting in January 2026. This position has an anticipated start date of February 12, 2026.*

### Statement of Equity

Roots Rising encourages candidates from all backgrounds to join our team. We believe that a diverse team enhances our ability to fulfill our mission and grow as an organization. We are committed to creating an equitable and inclusive work environment where each employee's contributions are recognized, valued, and celebrated.

Roots Rising is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, or other applicable legally protected characteristics.

Over and above our commitment to nondiscrimination, we believe that our organization should reflect the communities we serve. In staying true to this commitment Roots Rising actively seeks to employ members of the community who have experienced food insecurity, as well as members of historically marginalized groups, including, but not limited to, Black and Brown folx, LGBTQ+ folx, and differently abled folx.

## **JOB RESPONSIBILITIES**

### **Financial Management**

*Lead strategy on the financial health of the organization, including:*

- Ensure Executive Director, Development Director, and Board of Directors have insight into the current and long-term financial health of the organization; Design and implement processes to ensure full transparency and accountability
- Manage Finance Specialist and ensure accuracy of monthly financial statements
- Lead bi-weekly internal Fundraising-Finance check-ins; Lead Finance Committee in close partnership with Treasurer of the Board and Executive Director
- Create and analyze existing reports (cash flow, restricted asset tracking, Board financial reports); Regularly evaluate efficacy of financial reporting systems and recommend improvements
- Think creatively to build staff financial skills and increase internal understanding of Roots Rising's financial systems
- Lead transparent, inclusive current and multi-year budgeting processes from inception to Board presentation
- Build, oversee and maintain financial system policies (staff reimbursement, credit card use, RFP process)
- Lead audit process with external accounting firm; Identify and implement policies based on audit findings
- Ensure financial compliance with quarterly sales tax reporting and annual state filings
- Process and track all payables and receivables; Cut checks and ensure accuracy in vendor billing
- Ensure accuracy between QuickBooks, Fundraising Tracker, and Neon
- Research, manage, and track progress against current and future loans; Maintain relationships with local banking institutions
- Work with Development Director to ensure accurate tracking of all funding types including reimbursement based grants and restricted funding; Assist with grant application budget and finance questions as needed

### **Human Resources**

*Help create a balanced, joyful, human-centered work environment for Roots Rising employees, including:*

- Process payroll in a timely, accurate manner; Regularly review and benchmark staff wages, update salary bands
- Administer and continuously improve employee benefits in partnership with the Executive Director; Monitor and encourage PTO usage
- Maintain and improve annual staff review process in partnership with Executive Director; Audit staff well-being through surveys and 1-1 meetings; Facilitate staff well-being plans
- Manage hiring lifecycle including job description creation and dissemination, interview, hiring, and on-boarding new employees in partnership with position supervisor; Oversee staff off-boarding process as needed
- Regularly audit employee handbook for necessary updates
- Plan and execute staff retreats, campouts, hikes and regular activities for connection
- Ensure Roots Rising is compliant with all local, state, and federal employment laws and regulations

- Maintain all human resources records; Ensure accuracy and timely payment of all independent contractors
- Collaborate with Program Managers to incorporate workers rights trainings into Crew curriculum

### **Administrative Operations**

*Manage daily operations, ensure the smooth functioning of the organization and continued improvement of internal administrative practices, including:*

- Oversee strategic planning and annual goal setting processes
- Ensure timely distribution of all organization surveys; Parse data and review with staff team
- Champion continued improvement of internal administrative procedures
- Regularly audit internal program and administrative systems such as Market vendor tracking, Farm data collection, and fundraising-finance processes to ensure efficiency. Identify places for greater efficiency and pilot new systems in partnership with the staff team. Manage calendar events for team meetings.
- Manage Board organization, calendar, onboarding, and systems
- Ensure compliance with insurance requirements and serve as the point person for all insurance policies, including coordination, renewals, and claims management
- Review and manage contract and competitive bidding processes when necessary
- Oversee the ordering and management of supplies
- Maintain updated registration, testing and maintenance of vehicles in partnership with Program Managers

### **Required Qualifications**

- 2+ years managing finance systems
- Expertise in managing and building financial models in Microsoft Excel or Google Sheets
- Experience building and maintaining internal processes
- Detail oriented with excellent time management and organizational skills
- Excellent written communication and editing skills
- Ability to work independently while also being a strong team player

### **Additional Helpful Experience**

- 1+ years managing human resources
- Experience managing finance systems within the non-profit environment

### **Compensation & Schedule**

The Operations Director is a full-time, exempt position with an annual salary of up to \$75,000.00. Daily work hours are flexible and can usually be chosen in accordance with the Operations Director's schedule, if not in conflict with upcoming deadlines. This position is a hybrid role: with in-person group work in Pittsfield, MA typically one day per week.

### **Benefits**

- 36 hour work week
- Generous paid time off and sick leave
- SIMPLE IRA retirement plan with employer contribution
- Eligible for PSLF federal student loan forgiveness plan

- [See more about our benefits here.](#)

**How to Apply**

Please submit a resume and brief cover letter detailing your relevant experience and interest in the role to [info@rootsrising.org](mailto:info@rootsrising.org). Applications are accepted on a rolling basis. We anticipate scheduling interviews starting in January 2026. This position has an anticipated start date of February 12, 2026.