



# PHILADELPHIA ORCHARD PROJECT

**Position Title:** Finance and Operations Coordinator

The Philadelphia Orchard Project is a nonprofit that plants and supports community orchards in the city of Philadelphia. In partnership with communities, POP envisions urban ecosystems that create green spaces, connect neighbors, provide hands-on learning experiences, and grow fresh fruit for generations to come. Our core values are education/learning, justice, permanence, regeneration, and beauty, and we are deeply committed to working in partnership and learning from the communities that we serve.

**FLSA Status:** Non-exempt

**Effective Date:** 09-16-2024

**Hiring Manager Job Title:** Co-Executive Director

**Job Function:** Finance/administrative

**Employment Status:** Full-time Regular (35 hours per week)

**Primary Location:** Philadelphia, PA (hybrid)

**Salary Info:** POP calculates the salary for this position based primarily on responsibility the position holds. This starting salary for this role pays \$45,238. There is also the potential for supplemental salary for those who have land stewardship or nonprofit management experience (up to \$3,150), as well as those who have primary caregiving responsibility for others (up to \$8,400). This is part of our commitment to equitable compensation. Please note we do not negotiate salary as it benefits those who are more skilled at negotiation, and can lead to inequity and pay gaps. Your salary will be preliminarily set upon job offer, and will be finalized three months into the role.

## Role Responsibilities

### **Finance:**

- Support organizational finance policies, internal controls, and operating procedures
- Work with external bookkeeping service to provide documentation required for financial reporting
- Assist with the collection and coding of reimbursement requests
- Assist with the onboarding of new vendors by collecting and filing necessary documentation, including W9s and Certificates of Insurance
- Code transactions for expenses and reimbursement requests with program staff to ensure accurate financial records
- Work on-site one day per week at POP's office at The Woodlands to receive and log mail and complete other administrative tasks

### **Grants Administration / Fundraising:**

- Assist with managing the grants calendar, ensuring timely submission of proposals and reporting

- Assist with data collection and finances for grant reporting purposes
- Enter checks into the CRM system and maintain a check log for Quickbooks entry and record-keeping
- Collect constituent information from program staff, input info and payments into the CRM system
- Send timely acknowledgements to all donors, including individuals, foundations, and corporate supporters
- Coordinate the distribution of tree certificates, donor recognition materials, and other printed materials
- Support other fundraising tasks primarily related to individual giving

#### **Administrative Support and Logistics:**

- Assist the co-directors with staff time tracking documentation and time sheet submission
- Assist with board and committee meeting schedules and reminders
- Assist with scheduling meetings for executive team
- Coordinate logistics for board and committee meetings, including preparing and distributing board packets
- Assist with follow-up communications after board and committee meetings
- Support food and beverage requests for staff meetings, retreats, and holiday/social events
- Manage inventory for office supplies and events-related supplies
- Maintain office organization and coordinate needed repairs
- Other duties as assigned, including occasional participation in weekend of evening community-facing events (no more than once per month)

#### Education and Experience

- Two years' experience in nonprofits, particularly in operations, finance, and/or fundraising.
- Proficiency with Excel and enthusiasm for spreadsheets of all kinds.
- Understanding of nonprofit finance and fundraising principles.

#### Knowledge and Skills

- Proficiency in Google Suite required; familiarity with Quickbooks accounting software and donor CRM software strongly preferred
- Strong organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Sense of discretion when dealing with personal or financial information.
- Ability to work independently and excited to coordinate with the team.
- Understanding of nonprofit finance and fundraising principles

#### Work Context

**Communication/Role relationships** - This position is in continual communication and maintains relationships with all levels of positions both internally and externally.

**Work Setting** - This position is primarily remote with one day a week where they are required to come to the office. POP's office is on the second floor of a historic building with no elevator and limited climate control.

**Body Positioning** - This position is primarily working on a computer and in a seated position.

**Pace and Scheduling** - This position has a consistent schedule with occasional exceptions to meet grant deadlines.

**Benefits:**

- Paid Time Off starts at 10 days/year in addition to paid holidays, typically between 13-17 holidays per year;
- Paid sick time (6.5 days per year);
- Up to one half-day per month of paid Volunteer Time Off;
- Transportation/mileage reimbursement;
- Professional development support;
- \$50/month cell phone stipend;
- Following a 3-month introductory period, eligible for \$350 monthly wellness stipend, and 3% employer-provided 401k retirement contributions.
- After 12 months of service, eligible for 12 weeks family/medical leave (6 weeks paid and 6 weeks unpaid).

We are committed to building a team that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups: people of color; individuals with disabilities; LGBTQ+; first-generation college students; those from families that have qualified for federal financial assistance; other historically underrepresented or marginalized groups. POP does not discriminate based on ethnicity, race, gender, sexual orientation, or any other protected class, and encourages all qualified individuals to apply.

**Application Overview:** Please email a brief cover letter and resume to Co-Executive Director Kim Jordan (kim@phillyorchards.org) using the subject line "*Your Last Name*: Finance and Operations Coordinator". The last date to apply is **7/15/24**. An approximate timeline is: first round of 30-minute phone interviews to take place between **7/22/24 and 8/2/24**. A second round of one-hour video or in-person interviews will take place between **8/5/24 and 8/16/24**; three references will be requested following the second round of interviews. We aim to offer the position by **8/30/24 for an anticipated start date of September 16, 2024**. Please, no phone calls or mailed applications.

Due to grant requirements, the person hired for this role will be asked to provide or complete certain clearances (state child abuse, state criminal history check, and FBI criminal background check). Additionally, because of the sensitive nature of this position, a financial background check may also be conducted prior to hire.