



JOB ANNOUNCEMENT

Title: Finance & Operations Director

Reports to: Executive Director

Organization Description

Madison Area Community Land Trust (MACLT) takes land off of the speculative market to keep it permanently affordable. MACLT provides opportunities for affordable homeownership for low-income households, while preserving affordability for future generations and providing post-purchase support to low-income homebuyers. We are a small and growing (currently 3 staff) nonprofit organization with values rooted in antiracism, housing justice, and systems change. Join our collaborative and forward-thinking team to challenge the systems and structures that have led to marginalization and historical inequities in housing.

Our Mission: MACLT liberates land for the benefit of historically marginalized populations at the lowest incomes possible, preserving urban space for community use, and creating deeply and permanently affordable homeownership opportunities for those typically exploited by the housing market. Learn more about MACLT at www.maclt.org.

Position Description

We are looking to hire a hands-on administrative director who will lead our small team in the following areas: finance, business planning and budgeting, administration, human resources, data management, and IT. The Finance and Operations Director will be responsible for financial management, forecasting, and reporting activities, including grant compliance reporting. The Finance and Operations Director will work closely with the ED as a strategic thought partner to guide the direction of the organization, lead in internal policy development, and assist in general administration, including HR. The right candidate will also be a creative problem-solver with excellent attention to detail who works well independently and as part of a team, and an advocate for structural change, grounded in principles of racial, economic, and social justice.

This is a hybrid position with considerable flexibility for remote work, although on-site work in the Madison area will be a regular part of the job, 1-2 days per week. The selected employee must report to the MACLT office on their first day of employment and with ongoing regularity after that. In addition, the employee may need to report to MACLT in person on short notice as operational needs require. Occasional evening work will be expected to attend organizational governance meetings.

Position Information

- Full-time exempt at 40 hours per week (1.0 FTE)
- Expected salary range: \$65,000 - \$85,000 per year based on experience and qualifications
- Madison location with hybrid work expectations
- Benefits include:
 - Employer-supported health insurance package
 - Eight weeks paid time off per year: six weeks of accrued time off (including sick, personal, vacation time) and additional two weeks of paid holiday time per year

Duties and Responsibilities

- Financial Management (60%)
 - Maintain accurate financial records categorized by program and grant, with the support of other staff
 - Ensure that all funds are managed in full compliance with GAAP
 - Reconcile bank statements, and report variances as needed
 - Direct and train staff on logging bills, printing checks, and other bookkeeping tasks
 - Design and propose financial strategies that are aligned with MACLT's mission
 - Lead long-range financial planning including short- and long-term forecasting
 - Assist the ED in the creation of housing development proformas
 - Develop and oversee fiscal controls and ensure organizational compliance
 - Ensure that regular financial tasks are completed on time

- Work with the ED to develop and manage the yearly budget
 - Prepare and submit compliance reports for funders, including for federal grants
 - Generate, present, and interpret routine financial reports for the Boards of Directors
 - Lead the annual audit process, ensuring timely completion (with external auditors)
 - Generate invoices within Quickbooks and communicate with clients about their balances
 - Ensure that all government tax forms, audits, and other required external reporting documents are filed accurately and on time
- Operations Management (30%)
 - Oversee administrative functions to ensure efficient and consistent operations
 - Oversee HR functions including administration of payroll, benefits, and background checks
 - Maintain appropriate insurance coverage for the organization, documenting, addressing, and preventing any potential risk management issues
 - Draft documents from MACLT templates for homeownership programming including ground lease contracts and other forms as part of our programming
 - Support the development of agendas and supplemental materials for Board of Directors
 - Leads the Finance Committee meetings
 - Manages Information Technology (IT) needs, with assistance from outside consultants as needed
 - Further develop MACLT's administrative capacity
 - Enhance professional development, compensation and benefits, performance evaluation, training and recruiting, in collaboration with the ED
 - Lead the continued development of appropriate policies and procedures
 - Establish and manage documentation of training materials, as well as internal procedures
 - Other duties as needed
- Information Management (10%)
 - Develop information management policies and procedures for the staff team
 - Lead the management of office and cloud file organization, including digitization of archival records
 - Ensure proper maintenance of donor and member data in Airtable database/CRM
 - Manage the collection, management, and reporting of programmatic impact data for funders

Knowledge, Skills and Experience

Minimum Qualifications

- BA or MBA in Finance or Accounting, or equivalent training
- Minimum 7 years of professional experience with at least 3 years of demonstrated relevant finance and accounting experience
- Familiarity with essentials of human resources principles
- Demonstrated experience with design and implementation of financial systems and procedures
- Demonstrated ability to prepare clear, accurate, well-organized written and financial reports and to communicate verbally in an effective and concise manner.
- Experience selecting and overseeing software installations and experience troubleshooting technological problems
- Proficiency with computer software: Microsoft Word, Excel, Zoom, Google Suite, and Quickbooks Online
- Proficiency with Airtable or other database management experience
- Personable, professional, and comfortable communicating with others in person and electronically
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making

Preferred Qualifications

- 10 or more years of overall professional experience

- 5 or more years in financial or operations management
- Accounting certification, such as CFA or CPA CFA, CPA
- 2 or more years experience leading grants management and compliance reporting, especially with HUD grants
- Experience with real estate financing, development, and the creation of proformas
- Experience developing HR policies and procedures
- Supervisory experience, and ability to manage a team in person and remotely
- Proficiency with Wordpress and willingness to support the organization's website
- Proficiency with Spanish language and willingness to offer document translations in Spanish
- Track record of success in driving organizational change

All qualified applicants will be considered for employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

Apply Today

Applications will be accepted on a rolling basis, with a preference given to applications received by **December 11**. Please submit a cover letter and resume to [hiring@maclt.org](mailto: hiring@maclt.org).