



# Director of Finance and Operations

## Dogwood Alliance

Mostly remote – ideally located in the Southeastern US

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## Overview

For more than 25 years, [Dogwood Alliance](#) has worked to mobilize diverse voices to protect forests across the Southeastern United States. Through advocacy, hard-hitting campaigns, creative storytelling, joining with partner organizations, and community education and activism, Dogwood has conserved millions of acres of forest lands. As founder and Executive Director Danna Smith says, the work “comes from a place of love for people, forests and our planet.” Dogwood Alliance focuses on three areas of program impact: elevating standing forests as a vital climate solution, fighting Wood Pellet Biomass, and promoting local, Community-led solutions. In what often seems like a David and Goliath battle, Dogwood has successfully gone up against big corporations like Staples, and McDonald’s and catalyzed government action.

Given the powerful work Dogwood leads in the field, bold operational and financial strategies are key to moving Dogwood’s mission forward. Dogwood Alliance seeks a strategic **Director of Finance and Operations** to steward Dogwood’s financial and human resources. The Director will integrate operational practices that support the Dogwood team and manage the financial responsibilities of the organization. The Director of Finance and Operations will advance Dogwood’s internal and external values of equity, social justice, and advocacy.



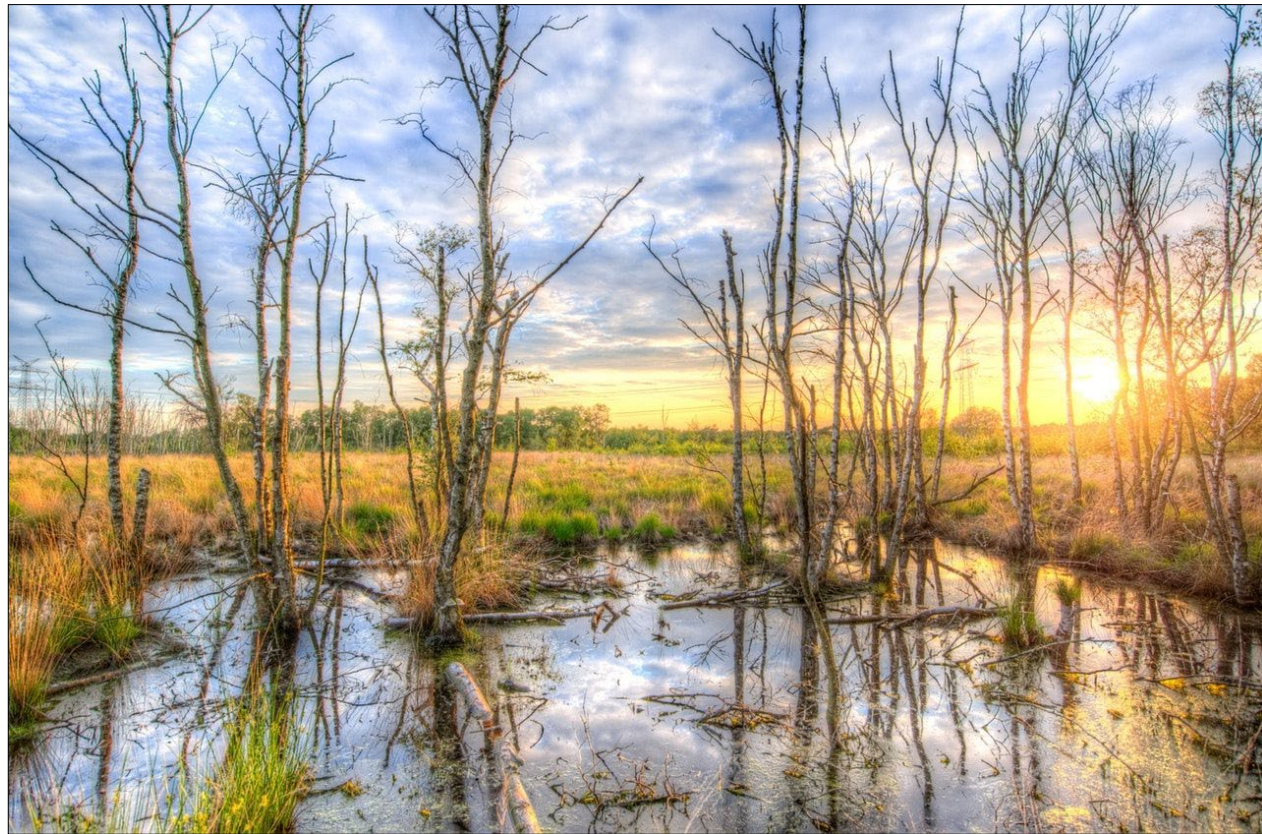
## About Dogwood Alliance

While everyone benefits from Dogwood Alliance's work to protect forests, Dogwood is particularly passionate about working with communities where forest destruction and wood production threaten the economic, physical, and mental health of those living near industry plants. Through community organizing and lobbying local, state, national and international governments, Dogwood is fighting alongside impacted communities to stop abusive industrial logging in the Southeast.

The South is the world's largest wood-producing region, with logging rates that are among the highest on Earth. The large-scale logging and pollution from wood production facilities occurs largely in communities that have typically been under-resourced and forgotten by conservation advocates. The people living in these areas suffer from high poverty rates, contaminated water and air, noise pollution and the decimation and loss of forests which help prevent flooding. Dogwood Alliance advances environmental justice by actively working to educate and support impacted communities to organize and lead.

Dogwood's work has a far-reaching impact. In addition to working with communities, Dogwood mobilizes diverse voices from scientists to other nonprofit organizations and grassroots activists working on climate, justice and/or forest protection to advocate for change. Its work has garnered major national and international media coverage. "Small but mighty" is a description often used by the dedicated and passionate Dogwood staff. In addition to the work Dogwood leads externally, the team is committed to social justice within the organization. Dogwood has an active Racial Justice Committee that is charged with guiding the organization's progress through conducting assessments, managing staff trainings, and making priority recommendations for change in key areas such as recruitment, salary review, and leadership development.

Like so many organizations whose teams dispersed with the onset of the COVID pandemic, Dogwood is working purposefully to find new methods of meaningful team engagement. While many of the staff work in North Carolina, the Dogwood Alliance team is embedded across the Southeast and beyond.



# The Mandate

Reporting to the Executive Director (ED), the Director of Finance and Operations will oversee the financial and operational infrastructure and systems needed to support Dogwood's continued growth. She/he/they will manage effective administrative and financial systems, including accounting, legal, information technology (IT) and human resources (HR).

As a member of the senior management team (SMT), the director will lead the organization's strategic planning and financial reporting functions. The Director of Finance and Operations will partner with the Executive Director and the SMT to build and strengthen leadership for the organization.

## Organization Operations

- Lead and/or coordinate all planning and reporting processes for Dogwood Alliance. Ensure appropriate focus, objectives, and outcomes for these processes to achieve results in line the strategic plan and expectations of the Board and ED.
- Work with the ED to focus SMT priorities and activities to support both day-to-day leadership of staff as well as higher-level strategic planning, reporting and evaluation.
- Lead Dogwood's work to strengthen organizational effectiveness, fostering a culture of continual improvement in achievement, professional development and staff satisfaction and retention, particularly in a remote working environment.
- Coordinate and lead the annual audit process; liaise with external auditors to complete annual 990.
- Supervise the work of the outsourced accounting and payroll service providers.
- Serve as primary liaison with the Board of Directors' Finance Committee
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor and report the financial status to SMT and the Board.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; regularly review and update the finance department's overall policy and procedure manual.

## Financial Management

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Dogwood's board of directors.
- Maintain compliance with grants requirements.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new programs.

## **Administrative Leadership and HR Management**

- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes with an eye to continuously improving systems and internal structure.
- Lead the Director of People & Culture and the Operations Director to ensure culture and operations are integrated.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to equity and quality.
- Develop programs to allow the organization to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Evaluate and advise on the impact of long-range planning of new programs, strategies and regulatory action as related to financial stability and attracting and retaining staff.

- Mentor and develop staff using a supportive and collaborative approach; establish objectives and priorities; evaluate results for the operations team.
- Develop successful and trusting relationships with the Dogwood staff and create and sustain an environment at Dogwood that supports these relationships.

## **Risk Management**

- Provide leadership to the organization on all areas of financial, legal, and reputational risk.
- Maintain accountability for compliance with all national, state, and local regulations governing the operational and financial requirements of nonprofit corporations.
- Work with staff to proactively manage any risk issues arising from the work of the organization.
- Identify and serve as primary point of contact with any outside legal counsel required by the organization.
- Serve as primary point of contact on issues relating to programmatic and operational risk.



## The Candidate

The ideal candidate will have at least 10 years of experience as a finance and operations leader in a non-profit organization. The DFO will have demonstrated experience leading a diverse team that is working remotely while building a culture of equity and racial justice. The Director will be a collaborative partner to the Executive Director and other members of the Senior Management Team, championing the importance of financial stewardship, equity and organizational effectiveness as integral tools in moving Dogwood Alliance forward.

**Innovative strategic partner.** Understands the role finance plays in Dogwood's organizational growth and actively seeks opportunities to innovate in ways that diversify funding and build financial reserves.

**Trusted communicator.** Proactively presents visual stories and presentations to Board and staff; exhibits and values transparent and early communication.

**Mentor.** Develops and supports his/her/their direct reports to thrive in their roles and encourages professional development.

**Culture strengthener.** Cultivates an environment that supports equity and authenticity within the entire team.

**Data-informed decision maker.** Prepares and utilizes data to increase organizational effectiveness and minimize risk.

**Trusted counsel.** The DFO will be a valuable member of the Senior Management Team and will work toward solutions that are consistent with the ideals of Dogwood Alliance and also are rooted in data and a deep understanding of the organization's mission and values.

**Collaborator.** The DFO will understand the needs and goals of Dogwood Alliance and will integrate finance and operations to advance Dogwood's strategic plan.



## Organizational Structure

The Director of Finance and Operations reports to the Executive Director. The Director is a member of the senior management team and will collaborate with Dogwood’s Board of Directors. The Director of Finance and Operations leads the Director of People & Culture and the Operations Director. There is also a contracted bookkeeper who reports to the DFO.

## Location

The Dogwood Alliance team has traditionally been based in Asheville, NC, however staff are now fully remote and working across the US. The Director of Finance and Operations will ideally be located within a half day’s drive to Asheville, NC, but strong candidates will be considered regardless of location. While this role is **mostly** remote, **there will be opportunities to join the team in Asheville** several times a year for team building and strategy sessions.



**Dogwood Alliance is committed to diversity, equity, and inclusion in their communities and within their staff. They value learning from and working with people with a variety of perspectives and experiences.**

**To apply or to suggest a prospect, please contact Shavon Bell or Laura Lovelace at**

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