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**Operation Fuel, Inc.**

WE'RE ALL PART OF THE OPERATION.

**SEARCH FOR  
DIRECTOR, FINANCE & ADMINISTRATION  
Hartford, CT**

**About Operation Fuel**

Founded in 1977, Operation Fuel is an effective, well respected nonprofit organization that partners with communities, businesses, government, individuals and its statewide network of 106 fuel banks to ensure that individuals and families in need have access to year-round energy assistance. In recent years, efforts have expanded to offering programs that help low and moderate income consumers lower energy use and costs. Operation Fuel has also led the effort to introduce a discounted utility rate in Connecticut and is in the process of working with a broad-based group of stakeholders to develop other strategies for mitigating energy unaffordability. The organization has a staff of ten full-time employees and one part-time employee and an FY18 operating budget of \$4.5 million, approximately 67% of which is expected to be distributed in energy assistance grants.

**Director, Finance & Administration**

With creativity and enthusiasm for the mission, Operation Fuel's Director, Finance & Administration provides leadership, direction and oversight for the organization's administrative functions, including business planning and budgeting, financial management and forecasting, grants management, data analysis, human resources administration, technology and office management. The position reports to the executive director and supervises the executive administrative assistant; is an active member of the leadership team; and supports the board's finance committee.

**Major responsibilities:**

- Lead the organization's annual planning and budgeting process in support of the strategic plan, involving staff, board members and other relevant parties throughout the process; coordinate ongoing efforts to monitor, report on and project progress throughout year
- Provide oversight to all financial recordkeeping and reporting functions, ensuring an adequate internal control environment, compliance with generally accepted accounting principles and other relevant standards for nonprofit organizations, and compliance with all funder and other requirements
- In collaboration with program and development staff (and/or consultants), lead the development of creative, responsive proposals and accurate, engaging reports for current and potential government, corporate, foundation and other funding sources

- Analyze financial results and programmatic data; prepare monthly, quarterly, annual and other reports and schedules for management, Board of Directors, auditors, donors, grantors and other constituents
- Provide direction, as appropriate, and manage relationships with auditor, HR consultant, grant writer, insurance agent, bankers, retirement plan advisors, technology consultants, payroll service, landlord, etc.
- Support the board's finance committee; ensure the board has access to financial information necessary to carry out its fiduciary responsibilities with confidence
- Ensure administrative policies and practices are current and relevant for a small business
- In conjunction with HR consultant, ensure that human resources policies and practices are current and consistently applied

**Qualifications:**

- Bachelor's degree in business or accounting, or equivalent experience
- 7-10 years of broad-based planning, budgeting, financial management and data analysis experience, including 3-5 years of supervisory experience
- Experience meeting nonprofit financial reporting and monitoring requirements and familiarity with a variety of revenue streams strongly preferred
- Demonstrated ability to plan, set priorities, wear many hats, motivate colleagues and get things done in an environment of limited resources
- Strong computer aptitude, familiarity with creatively meeting technology needs in a small business environment, proficiency in Excel, and ability to learn AccuFund accounting software
- Experience establishing and managing effective, ongoing relationships with consultants and other business function experts
- Excellent communicator with ability to present financial and other data analysis and findings in both verbal and written formats in layman's terms to executive director, board members, program and development staff, external constituencies, etc.
- Excellent listening and relationship building skills, with demonstrated experience working collaboratively, across department lines, with a variety of internal and external stakeholders
- Analytical, organized, and able to understand and articulate both the big picture and operational details

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Operation Fuel is an Equal Employment Opportunity Employer and actively seeks a diverse pool of candidates.

Compensation is competitive for similar nonprofit positions and within the framework of the organization's annual operating budget.

Qualified applicants should submit a single document, including cover letter describing how qualifications and experiences match Operation Fuel's needs, resume, salary requirements, and how they learned about the position to Ann E. Thomas, Consultant, [searchopfuel@snet.net](mailto:searchopfuel@snet.net).