



## Open Position: Managing Director of Finance & Operations

### About The Solutions Project

The Solutions Project believes that the people most impacted by the climate crisis hold the keys to mitigate and solve it. Founded in 2013, we accelerate the effectiveness of climate action in the United States by centering the solutions, voices, and power of frontline communities. Our work ensures that these communities shape our collective response to climate change, building a world where everyone has access to clean air, water, energy, and land.

The Solutions Project (TSP) funds, amplifies and connects grassroots community organizations to position them for maximum success in driving a just and equitable clean energy transition. TSP has moved over \$50M to more than 300 grassroots organizations, approximately 90% led by Black, Indigenous, Immigrant, and people of color leaders, and by women.

In the past three years alone, TSP's grantees have supported more than 1 million people with their climate solutions and benefited over 100 million through their climate campaign and policy wins. Our narrative and communications programs have contributed to a seven fold increase in clean energy news featuring communities of color.

TSP and its CEO have won accolades and awards including the 2020 Fast Company Most Innovative Non-Profit Award, the 2023 inaugural TIME Magazine CO2 Earth Award, and the 2024 McNulty Prize. TSP is at the forefront of [Solidarity Philanthropy](#), which builds on the foundation of trust-based Philanthropy with practices defined by grassroots organizers and in racially-conscious movement work.

### Position Overview

The Managing Director (MD) of Finance and Operations will play a pivotal role in shaping and executing The Solutions Project's financial and operational strategies. Reporting to the Chief Program and Operating Officer, the MD will ensure the organization's financial stability while also leading key operational initiatives. This role requires a leader who thrives in a dynamic environment, where systems are still being developed and processes need to be built or better optimized.

With a strong emphasis on financial leadership, the MD will manage the organization's financial systems, including budgeting, cash flow, compliance, and vendor management, while ensuring that all financial processes are accurate and efficient. The MD will also be responsible for streamlining internal workflows, including training staff on Salesforce and other platforms, to improve reporting, project management, and operational consistency across the organization.

In addition to financial oversight, the MD will play a crucial role in driving the operational execution of TSP's newly approved strategic plan through 2030. This will involve overseeing cross-functional projects related to governance, program functions, and internal operations. The MD will systematize key workflows and lead the organization in developing smooth, scalable operations.

In the short term (3-12 months), the MD will focus on enhancing financial and operational reporting, managing vendor relationships, bringing more financial responsibilities in-house, and building budgets for new funding proposals. The MD will also support the early phases of strategic plan

execution. In the long term (1.5-2 years), the MD will work to expand operational capacity, build internal systems, and develop a cohesive, high-performing team.

This role is ideal for someone who enjoys financial management and operational execution and can bring structure to a growing and ambitious organization.

### **What We Value**

**Solidarity** is showing up, aligning with and contributing to the success of people most harmfully impacted by the abusive systems, structures and practices established by white settler colonialism, including racism, sexism, heterosexism, cissexism, ableism, classism and more. We believe people most impacted by environmental injustice must be at the forefront of environmental justice solutions. As such, we center BIPOC, women and other groups impacted by systemic oppression in our work as a way to achieve environmental justice for all.

**Vision** is to imagine a world different than we have ever experienced and to be audacious enough to believe it is possible. We are forward-thinkers. We lead with strategic imagination and creative collaborations with the movement to build innovative and effective solutions towards climate justice.

**Courage.** We have learned from our community that courageous action yields big results. To be courageous is not to rely on tradition or habit, but instead to fully understand the challenges before us, expand possibilities and analyze options, find new answers and unlock innovative and effective solutions. We courageously take risks in order to meet our radically audacious vision.

**Integrity** is in our honesty and our uncompromising commitment to our values, which we demonstrate in our work internally and externally. It is important to us to build trust in our work, and to honor the trust we foster with follow-through. We are accountable to each other and to the communities we work within, and so we seek and uplift feedback, work to mitigate harm and learn from our successes and mistakes.

**Care.** As we work to achieve our mission, we support and celebrate self-care and community-care that promotes our physical, mental, emotional and spiritual health.

### **Key Responsibilities**

#### **Financial Management**

- Lead the development of annual budgets in alignment with the strategic plan.
- Manage monthly financial dashboards, variance analysis, and forecasts, ensuring detailed accuracy and timeliness.
- Oversee the relationship with external finance vendors, transitioning one vendor relationship to a new in-house hire and managing an external accounting vendor. Overall, reduce reliance on external vendors.
- Ensure accuracy in all budgeting and financial reporting materials for internal leadership, the board of directors, and external funders. Introduce monthly dashboards for internal audiences.
- Manage cash flow and forecasting, and oversee all financial and departmental accounting.
- Take ownership of project budgets and proposals for new grants and funding opportunities.

- Manage the audit process with external auditors.
- Ensure compliance with government funding, particularly for grant programs.

### **Operational Management**

- Partner with the grantmaking team to ensure the implementation and development of robust grantmaking operations tools, processes, and routines.
- Provide overall project management for the implementation of TSP's new strategic plan.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Educate staff, streamline workflows, and enhance reporting accuracy through tools including Salesforce and Airtable.
- Train staff and standardize the use of operational and project management tools for improved efficiency and collaboration.
- Refine finance, HR, and IT systems and procedures, focusing on improving organizational infrastructure.
- Support development and integration of operational strategies, ensuring alignment with long-term financial goals.

### **Finance and Fundraising Integration**

- Collaborate with development and executive leadership to build and monitor revenue pipelines.
- Provide detailed financial forecasts and projections for the short and long term, ensuring alignment with fundraising efforts.
- Assist in identifying and outreaching to funding sources and diversifying revenue.
- Lead on budgets and financial reporting for donors.

### **Team Leadership and Development**

- Manage and mentor finance staff, including future finance analyst role, and potential compliance role, ensuring they are well-trained and effective in their roles.
- Collaborate with other senior managers to support organization-wide initiatives and share strategic insights.
- Foster an inclusive work environment that advances equity and supports diversity org-wide.
- Collaborate with and support the work of the Operations Manager/Executive Assistant, supporting their hybrid HR and finance roles.
- Recommend and support priority cross organizational training needs
- Foster TSP's efforts to build an inclusive culture and advance equitable internal policies and external outcomes.

## **Qualifications**

### **Required Experience:**

- At least 8-10 years of professional experience, including leadership of finance functions, with a strong track record of success.
- Bachelor's or Master's degree in Accounting, Finance, or a related field.
- Robust knowledge of Generally Accepted Accounting Principles (GAAP)
- Demonstrated experience in budget creation and management, including working with restricted funds.
- Familiarity with accrual-based accounting and cash flow management systems including use of tools including QuickBooks, Bill.com and Tallie.
- Experience in facilitating organizational change and streamlining operational processes in growing organizations.
- Experience with financial and operational management tools, including proficiency in Salesforce and Airtable for data management, reporting, and project tracking.
- Strong people management, communication and collaboration skills.
- Experience managing external finance vendors, audits, and compliance requirements.

### **Preferred Experience:**

- CPA or equivalent certification.
- Knowledge of government funding compliance and management, including restricted funds.
- Experience in managing HR, operations, and IT functions.
- Experience in presenting financials to a board of directors and being the primary finance lead with the finance committee.
- Familiarity with intermediary funding and philanthropic finance.

### **Key Attributes:**

- Strong attention to detail, coupled with a commitment to transparency and collaboration.
- Understanding of and ability to hold issues of confidentiality
- Ability to work across functional areas and manage both strategic and operational elements.
- Flexibility and adaptability in a dynamic and evolving environment.
- Demonstrates the ability to navigate and operate effectively in situations of ambiguity.
- Solutions oriented and self-reflective with strong accountability and reliability
- Commitment to the mission of climate justice and a deep understanding of grassroots organizations.

## **Compensation and Benefits**

- The salary range for this position is \$160,000 - 180,000
- Full time employees receive:
  - TriNet medical, dental, and vision insurance plans are fully covered for employees, spouses, and dependents
  - 13 paid holidays, 120 hours of flexible PTO, and 10 days of paid sick leave annually with increasing PTO allowance for tenured employees

- Eight weeks of paid parental leave, with up to six months of total leave
  - a fully paid, 2-month sabbatical after five years of continuous, full time employment
- After successful completion of the probationary period (nine months of employment), employees have access to a \$5,000 annual life-long learning fund that can be used for on-the-job skilling up, career development and leadership activities, and non-work related lifelong learning activities
- Fully remote, with occasional need for travel

### **To Apply**

The Solutions Project is partnering with She Rose Solutions to find our Managing Director of Finance & Operations. Please use [this link](#) to submit your application and direct all questions to Liz Peinado at [liz@sherosesolutions.com](mailto:liz@sherosesolutions.com). The She Rose Solutions team will review all applicants and, upon qualification, contact you to determine the next steps.

*The Solutions Project is an Equal Opportunity Employer and strongly encourages leaders of color, women, and those who identify as LGBTQI to apply. We comply with federal, state and/or local laws that prohibit discrimination in employment based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability, and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. The Company complies with ADA regulations as applicable. By submitting this online application form, you consent to be contacted via email with important updates and other information from She Rose Solutions.*