



DETROIT BLACK COMMUNITY FOOD SOVEREIGNTY NETWORK

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# CHIEF FINANCIAL OFFICER

JOB DESCRIPTION

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BUILD BLACK FOOD SOVEREIGNTY WITH US

# CHIEF FINANCIAL OFFICER

DBCFSN is a dynamic non-profit organization that works to build food sovereignty in Detroit's Black community. Widely considered a leader in the field, DBCFSN works in food policy, urban agriculture, youth development, public education, and food co-op development. It is expected that this position will transition into a Co-Executive Director position.

## OVERVIEW

The Chief Financial Officer will oversee DBCFSN's financial operations and reporting, Federal, State, and City tax filings and regulatory compliance, annual audit process, and administrative activities including Payroll/HR, Insurance/Risk Management, and Information Technology. The CFO will also oversee DBCFSN's programmatic activities working with program staff, commercial vendors, government agencies, community groups and others as necessary. This is an exempt full-time position that reports to the Executive Director.

**To Apply (All submissions must be electronic)**

**Send a cover letter and resume no later than 11/10/2023 to:  
BOD@dbcfsn.org**

**All candidates must submit to a background check and be financially bondable.**

# REQUIREMENTS

## EDUCATION AND EXPERIENCE

Attainment of a Bachelor's degree in Finance or Accounting with a minimum of Five (5) years of relevant, increasingly responsible professional experience, at least three of which shall have been in a supervisory capacity. Prior work experience in a non-profit setting is preferred.

- Five (5) to seven (7) years of administrative experience, staff and volunteer management, and community relations experience.
- Demonstrated dedication to Black Liberation and Black Food Sovereignty ideals.
- Commitment and demonstrated practice to racial, gender, economic, and climate justice.
- Demonstrated understanding and passion for how race, gender, class, and intersectionality impact social change.
- The CFO must support DBCFSN's mission and social justice approach to food system change.
- Working in a collaborative, cooperative or shared leadership work setting.

**SKILLS & KNOWLEDGE**

- Knowledge and proficiency in Finance and Accounting required.
- For shared leadership to function properly, it requires the right type of leaders to take part. Leaders who prioritize collaboration, empathy and communication are necessary for shared leadership.
- Reasoning Ability -- Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Language Skills -- Ability to read, analyze, and interpret , financial reports, legal documents, technical procedures, and governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, officers, and/or board of directors.

# EXPECTATIONS

- Develop and maintain sound financial practices and Generally Accepted Accounting Principles (GAAP).
- Ensure that contractual obligations are being fulfilled,
- Allocate resources for greater program effectiveness and efficiency,
- Provide leadership in preparation of the annual budget and ensure operation expenditures are within budget guidelines.
- Staff and lead the DBCFSN Finance Committee.
- Coordinate activities and work internally and externally with partners and commercial vendors.
- Additionally, some time is required at offsite facilities (i.e. D-Town Farm).

# RESPONSIBILITIES

- CFO will attend monthly DBCFSN senior staff meetings
- Attend the monthly general membership meetings.
- Maintain a working knowledge of significant developments in Black food sovereignty and trends in the food security and food justice movements.
- Work collaboratively with the fund developer and others to ensure that adequate funds are available to permit the organization to carry out its work.
- Establish sound working relationships and cooperative arrangements with community groups and local, national, and international organizations.
- Collectively represent the values and programs of the organization to agencies, organizations, and the general public.
- Maintain and file official records and documents and ensure compliance with federal, state, and local regulations.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.