



## Finance Director

**Reports To:** Executive Director, Mandela Partners

**Job Type:** Full-Time

**Salary:** \$105,000-\$115,000, commensurate with experience

**Overtime Eligible:** Exempt

*Last updated: April 2026*

---

### Job Summary

Mandela Partners is seeking a strategic, mission-driven Finance Director to lead our organization's financial health and strategy. Based in Oakland, CA, Mandela Partners works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through local food enterprises in limited-resource communities. As we grow our impact across the Bay Area - and prepare program models with the potential to scale nationally - the Finance Director will ensure that our financial systems are sound, equitable, and built to support the communities we serve.

Reporting to the Executive Director, the Finance Director oversees finance, the organization's investment strategy, business planning, and legal. This is a senior leadership role: the Finance Director serves as a thought partner to the Executive Director and a critical member of a small, collaborative leadership team responsible for strategic decision-making and organizational stewardship. The right candidate is both a rigorous financial leader and an inclusive people leader - someone who can build the systems a growing nonprofit needs while keeping equity, transparency, and community impact at the center of every decision.

This job is full-time and is expected to be no more than 40 hours per week. This job is classified as exempt and, therefore, is not eligible for overtime.

### Key Areas of Responsibility

#### Financial Strategy & Stewardship (30%)

- Lead the annual budgeting and planning process in partnership with the Executive Director; track progress against the budget and keep the leadership team informed of the organization's financial position.
- Manage organizational cash flow, forecasting, and long-term financial planning to support sustainable program growth.



- Provide overall financial oversight, including developing and implementing sound fiscal management practices, internal controls, and compliance with all applicable regulatory standards.
- Analyze and present timely, accurate financial reports tailored to a range of audiences, including the Board, leadership team, funders, and program staff.
- Oversee long-term investment strategy and reserves; make sound, mission-aligned investment decisions that strengthen the organization's portfolio and resilience.
- Identify and implement technology and systems improvements (e.g., accounting, payroll, HRIS, contracts management) to streamline operations and support organizational scaling.

#### Accounting, Grants & Compliance (50%)

- Manage and oversee monthly accounting operations, including bookkeeping, payroll, accounts payable and receivable, invoicing, and the financial tracking of restricted grants.
- Implement and maintain a robust contracts management and financial reporting system; ensure contract billing and collection schedules are adhered to and that financial data and cash flow remain steady.
- Develop financial reporting materials for all donor segments and oversee all financial, project/program, and grants accounting.
- Coordinate and lead the annual audit process; serve as the primary liaison with external auditors and the finance committee of the Board of Directors.
- Ensure organizational compliance with all applicable federal, state, and local laws and regulations, including California-specific employment and nonprofit requirements.

#### Leadership & Strategic Partnership (20%)

- Serve as a thought partner to the Executive Director and an active member of the leadership team, contributing to strategic decision-making and organizational planning.
- Translate financial data into clear insights that help leaders, the Board, and program teams make confident, mission-aligned decisions.
- Support staff with a coaching mindset, fostering a positive team culture rooted in equity, accountability, and continuous learning.
- Help strengthen and expand the Mandela Partners' program model with the potential to scale.

#### Additional Responsibilities

- Perform other duties as assigned in support of organizational goals.



## To Be Successful in this Role, You Have:

### Minimum Qualifications

- 7+ years of progressive experience in finance or accounting, with a meaningful portion of that experience supporting a non-profit organization.
- Demonstrated experience across general accounting, grant tracking, payroll management, and core business systems and functions.
- Proven track record of building and managing systems in a fast-paced, mission-driven environment; strong project management skills.
- Strong financial leadership skills, including organizational budgeting, forecasting, internal controls, and compliance with federal, state, and local regulations.
- Ability to think strategically and connect strong execution to broader strategic priorities and organizational goals.
- Exceptional capacity for managing and developing people from diverse backgrounds; experience leading inclusive, equity-centered teams.
- Excellent organizational, communication, and interpersonal skills; comfortable engaging with funders, board members, auditors, vendors, and program staff.
- Demonstrated commitment to the mission and values of Mandela Partners.
- Self-directed, collaborative, and adaptable, with a strong work ethic and the ability to thrive in an entrepreneurial, team-oriented environment.
- Openness to giving and receiving feedback, with a learning orientation and growth mindset.

### Preferred Qualifications

- Senior finance experience in a nonprofit or social enterprise context, particularly one working with restricted grants and government contracts.
- Experience leading audits, board finance committees, and donor financial reporting.
- Familiarity with food systems, community development, or other mission areas aligned with Mandela Partners' work.
- Proficiency with accounting and business management platforms (e.g., QuickBooks, Sage Intacct, Bill.com, ADP, Salesforce, Google Workspace).
- CPA, MBA, or equivalent advanced credential or training is a plus, but not required.

### Additional Requirements

- This role is based in Oakland, CA, and operates in a hybrid work environment (on-site and remote).
- Occasional local travel within the East Bay for site visits, partner meetings, and community events is expected.



## Benefits

Benefits for this role may include accrued sick, vacation, and holiday pay, in accordance with Mandela Partners' internal policies and California state law.

Mandela Partners also provides unique benefits that support work-life balance and professional growth. Our offices close for a week in June in observance of Juneteenth and at the end of the year.

All staff receive access to wholesale produce at cost and a 50% discount on weekly produce boxes.

## About Us

Mandela Partners is a non-profit organization based in Oakland, CA that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through local food enterprises in limited-resource communities.

Mandela Partners is an equal opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.

## How to Apply

Please email your resume and cover letter to [jobs@mandelapartners.org](mailto:jobs@mandelapartners.org) with "*Finance Director*" in the subject line.

If you would like to request an accommodation in the application process, please email [jobs@mandelapartners.org](mailto:jobs@mandelapartners.org).