



Director of Administration
Salina, KS
Full Time

Position Overview: The Director of Administration will oversee The Land Institute’s practices related to budget, finance, personnel, facilities, and information technology.

The Land Institute’s culture is highly collaborative and transparent. The Director of Administration will work closely with the management team—President, Director of Research, Director of Development, Chief Strategist, and others—in all aspects of his/her work. The Director will play a pivotal role in the effectiveness and growth of the organization, ensuring that the generosity of our donors and the hard work of our development and research teams is met with sound financial management, and ensuring that The Land Institute is a productive and fulfilling place to work for all its employees.

This is a new position that will report to the President and will oversee an administrative team that includes the Controller, the Facilities & Special Projects Manager, and additional administrative staff.

About the Organization: The Land Institute is working on a solution to one of humankind’s most critical challenges: how to produce food without destroying precious soil, water, and ecological resources. The Land Institute’s core activity is research to create a “natural systems agriculture” that mimics the processes and structure of natural ecosystems. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future.

The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. For more information, please visit www.landinstitute.org.

Job Duties

Financial Management

- Steward donor funds through rigorous financial reporting and analysis, with an eye toward both efficacy of work and efficiency of use
- In consultation with the President, manage the budgeting process from start to finish including coordination with the appropriate board committees and program leads
- Serve as staff liaison to the Board of Directors Audit, Budget, and Investment Committee
- Review and monitor internal controls and accounting procedures

- Create monthly, quarterly, and annual financial summary reports and metrics for management, program leads, and the Board of Directors
- Oversee a financial team; hire and retain support staff as needed
- Work with the Director of Development to forecast revenue for current and future years and use that data to manage annual budgeting process
- Together with the Controller, oversee the audit process

Administrative and Human Resources Management

- In consultation with the President, oversee the organization's administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems
- Oversee the organization's personnel practices including recruitment, selection, onboarding, development, and evaluation
- Design and implement a performance review process for all staff members ensuring consistency and equity in expectations and compensation across functions
- Help create a culture that encourages professional development for employees; coach supervisors on how to steward the development of direct reports; consider the implementation of a formal program
- Maintain, update, and provide guidance to staff regarding the Employee Handbook
- Work with board members, leaders, and staff to identify and address concerns and grievances
- Manage all external contracts and outgoing grant agreements
- Oversee legal initiatives including work visa or green card processes for staff, contacting legal counsel regarding employee issues, or other items that may arise

Facilities, Grounds and Information Technology

- Oversee the work of the Facilities & Special Projects Manager, reviewing and approving plans and major decisions regarding physical infrastructure and related operations (maintenance, utilities, security, cleaning, supplies, etc.)
- Work together with the Facilities & Special Projects Manager to design and implement an IT and telecommunications plan that meets the organization's hardware and software needs

Other

- Additional duties as needed and deemed necessary

Qualifications: The Director of Administration will have at least five to eight years of professional experience directly relevant to managing the finance and administration of a growing organization (preference given to nonprofit experience). She/he will have demonstrated experience in taking an analytical approach to planning and managing organizational change and in effectively guiding investments in people and systems in an entrepreneurial organization. Ideal qualifications include:

- Demonstrated expertise in financial management, accounting, and human resources, ideally in the nonprofit sector
- Bachelor's degree (masters preferred) in a business, management, or financial field, or a degree in any field plus extensive experience in those areas
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Experience should include legal, audit, compliance, budget, and resource development
- Flexible, self-starter; able to multitask while also being highly detail-oriented
- Strong leadership skills; several years of experience motivating and leading a team
- Reliable and trustworthy; ability to demonstrate a high degree of discretion and maintain confidential information
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Ability to commit to moving the mission of The Land Institute forward

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and contact information for three references to careers@landinstitute.org. Review of applications will begin May 09, 2018. Position will remain open until filled.

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.