OUR ORGANIZATION

Since 1971, Hawthorne Valley has been a place to rediscover our connection to nature, to how our food is grown, and to ourselves as participants in a dynamic social and natural ecosystem.

Through active food production, educational programs for children and adults, ongoing social and scientific research, and the cultivation of a vibrant artistic community, we pursue a modern way of living embedded deeply in the natural world. Our work emphasizes holistic, hands-on learning as well as the social, ecological, and economic importance of agriculture in our daily lives.

Our integrated learning campus sits on a 900-acre Demeter-certified Biodynamic® farm in Ghent, NY, in the Hudson Valley’s scenic Columbia County. Organized since 1971 as a 501(c)3 nonprofit, our initiatives include: an early childhood through grade 12 Waldorf school; on-farm education programs; a full-line organic/natural foods and grocery store; an organic/Biodynamic creamery and organic bakery; a 300-plus member organic/Biodynamic CSA; social, ecological, and cultural research groups; teacher education programs; arts initiatives and more.

Our work is based on genuine human relationships, wonder, reverence, and love of nature, and continued commitment to self-development and lifelong learning in a social context.

ABOUT THE AREA

Hawthorne Valley Association is located in the hamlet of Harlemville, New York, which sits on the town borders of Ghent and Hillsdale in rural Columbia County, approximately two hours from New York City and one hour from Albany. The nearby city of Hudson, with its emerging cultural scene, is only 20 minutes from campus. Columbia County, located in the Berkshire-Taconic region of the Hudson Valley, is noted for its rural character with magnificent rolling terrain and river views. Farming is a dynamic part of the history and current landscape, which has long been a thriving focal point of the local food movement. The rural character is complemented by a wide array of cultural opportunities, art galleries, historic sites, and outdoor adventure, from skiing to hiking to mountain biking.

THE POSITION

Hawthorne Valley Association (HVA) is seeking a Chief Financial Officer (CFO) who will provide oversight, fiscal management, and leadership to a $15M non-profit organization that has both grant-funded and entrepreneurial initiatives.

The CFO is the director of HVA’s Finance Office. The Finance Office’s purpose is to provide central financial, technological, and human resource support services to all branches and departments within Hawthorne Valley Association.

The CFO is a strategic thought-partner and a member of the Executive Committee. This position reports to the Chief Executive Officer.

For a full description of the organization, visit https://hawthornevalley.org.

APPLICATION DEADLINE

Rolling, with the appointment to begin during the late Summer/early Fall of 2021.
MISSION

Hawthorne Valley’s mission is the renewal of soil, society, and self by integrating agriculture, education, research, and the arts. Through this mission, we seek to re-connect people to each other, to place, and to purpose in their lives. Hawthorne Valley values:

• Integrative Learning: Fostering Waldorf-based, hands-on education geared toward developing the whole person – head, heart, and hands.

• Mindful Agriculture: Cultivating and distributing high-quality Biodynamic food from field to fork.

• Compassionate Commerce: Prioritizing the welfare of the people, animals, and Earth at the heart of our work.

• Expressive Beauty: Nurturing artistic expression throughout our community.

• Collaboration: Providing a laboratory for networking, research and social action to address pressing concerns such as climate change, educating creative and resilient children, and rebuilding healthy and fair food systems.

HAWTHORNE VALLEY ASSOCIATION BOARD OF TRUSTEES

Legal and financial authority rests with the Board of Trustees of Hawthorne Valley Association (HVA). The Board of Trustees maintains the focus on the organization’s mission, has the legal responsibility to provide oversight of the legal and financial affairs of the organization, strategic planning, budget approval, fundraising leadership, and risk management. The Board of Trustees meets at least four times per fiscal year.

ORGANIZATIONAL LEADERSHIP

Hawthorne Valley is led by an Executive Group that is currently comprised of Cliff Keyes (Chief Financial Officer), Lauren Wolff (Interim Chief Operating Officer), and Martin Ping (Chief Executive Officer). This group meets weekly and has final approval for all operational, financial, and strategic decisions made in light of Hawthorne Valley’s mission. The primary senior management strategy at Hawthorne Valley is to foster autonomy within each department while encouraging broad collaboration, awareness, and accountability to the greater whole.

Within Hawthorne Valley, the Inter-Branch Management Group (IMG) consists of Branch and Department leaders from across Hawthorne Valley Association (HVA). The IMG works with the Executive Group of HVA to carry the mission of the organization. Responsibility for the composition of the IMG is held by the CEO.

The IMG provides both leadership and support for the Branches in three main areas: 1) assuring safe and sound management practices and fiscal responsibility in and across branches, 2) building greater organizational awareness through Inter-Branch communication, and 3) guiding the strategic development of HVA in the light of its stated mission and goals.
CFO JOB DESCRIPTION: 
ROLE AND RESPONSIBILITIES

• Oversee all financial operations and direct organizational financial planning and structure.

• Analyze and present financial reports in an accurate and timely manner; create and distribute monthly and annual financial statements; collate financial reporting materials for all donor segments and oversee project/program and grant accounting.

• Prepare short- and long-term forecasts of financial performance for use with internal management and external parties.

• Supervise payroll, accounts receivable, and accounts payable functions.

• Coordinate and lead the annual audit and tax preparation functions, liaise with external auditors and the audit committee of the Board of Trustees.

• Oversee and lead annual budgeting and planning process; support senior management in making budgets for their departments; administer and review all financials plans and budgets; monitor progress and keep senior leadership team abreast of the organization’s financial status.

• Manage organizational cash flow, forecasting, and debt requirements.

• Maintain and implement systems as necessary for the financial reporting functions.

• Develop, implement, and maintain accounting and administrative policies and procedures for activities to include financial accounting and reporting and employee benefit administration.

• Comply with Federal and NYS reporting requirements in a timely manner.

• Update and implement all necessary business policies and accounting practices.

• Effectively communicate and present critical financial matters to the CEO and Board of Trustees.

• Supervise Finance Office personnel.

• Oversee strategy, planning, and systems necessary for benefit programs including health fund, pension, workers compensation, disability, and time off policies.

• Manage insurance policies.

• Provide support for HR issues as needed from department managers.

• Coordinate and implement central technology services.

WHO SHOULD APPLY?

The Chief Financial Officer represents an extraordinary career opportunity for a financially-minded individual who would like to be part of an innovative organization. The CFO should be a collaborative leader and culture carrier, committed to diversity and inclusion. Excellent administrative and managerial skills are a must, while also having the ability to mentor and enforce standards of accountability. Financial acumen is essential. A Master’s degree is required, being a CPA is preferred.

To apply, submit a cover letter, current résumé, and three professional references.

All materials should be transmitted via email attachment to Sushannah Laurange at slaurange@hawthornevalley.org.

Applications will be considered on a rolling basis, with the position to start late summer 2021.

At Hawthorne Valley, we value and strive for social and cultural renewal in our work. We believe that cultivating an environment where everyone can be – and become – the truest expression of their humanity is essential both for individual, organizational, and societal health. We know that a diverse community where everyone feels safe and is valued as they are, is a strong community. Hawthorne Valley is committed to creating a diverse coworker body, and we are proud to be an equal opportunity employer.