



OUTRIGHT
VERMONT

hope, equity, power!

FOR LGBTQ+ YOUTH

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Director of Finance and Operations (DFO)

Job Summary

The Director of Finance and Operations (DFO) plays a pivotal leadership role in advancing Outright Vermont's mission to ensure LGBTQ+ youth across Vermont have hope, equity, and power. As the organization grows, the DFO provides strategic oversight and implementation across finance, operations, human resources, compliance, IT, and organizational systems. This role supports both internal infrastructure and outward-facing impact, enabling staff and programs to function effectively and sustainably.

The DFO is part of the Leadership Team, contributing to strategic decision-making, aligning systems across departments, and supporting organizational health and development. This role supervises the Contract Bookkeeper and Camp Sunrise Caretaker.

Key Responsibilities

1. Financial and Business Management

- Develop and manage annual organizational and programmatic budgets; provide financial forecasts and reporting for staff, board, and funders.
- Partner with the Bookkeeper to ensure accurate and timely general ledger management, bank reconciliations, and monthly/quarterly closes.
- Oversee cash management and forecasting; manage restricted fund tracking and reporting.
- Maintain and improve accounting systems and templates; ensure integration with fundraising databases.
- Provide financial analysis and business modeling strategies, serving as a thought partner and advisor to the Executive Director on organizational scope, scale, and sustainability.
- Collaborate with the Director of Development to align cash position and revenue across financial data and gift entry systems.
- Ensure strong financial controls, fiscal policy adherence, and documentation.
- Coordinate external reviews and audits, and work with our team of finance folks (bookkeeper, CPA, and Board Finance Committee) to improve financial

processes.

- Serve as liaison to the Board Treasurer and Finance Committee; provide regular financial updates at Board meetings and as needed.

2. Human Resources & Organizational Culture

- Oversee HR functions including onboarding, offboarding, employee benefits, and performance reviews.
- Maintain and update personnel policies and the employee handbook.
- Support staff development and retention strategies, including salary scale reviews.
- Tend to the systems and practices needed to support a hybrid workplace, including the coordination of staff retreats.
- Represent Outright on the 241 North Winooski Condo Board.

3. Operations & Administration

- Ensure legal and regulatory compliance in fundraising, tax, insurance, and employment.
- Oversee office and equipment management, purchasing, and vendor relationships.
- Lead IT systems planning with support from our IT specialist; manage tech infrastructure and security.
- Manage Outright's physical locations, including the Burlington office and Sunrise retreat space in Benson/Orwell.
- Track rental agreements, use calendars, and contracts for both sites.
- Collaborate with other departments to improve data collection, systems workflows, and program tracking.
- Support the Board of Directors' onboarding and succession planning.
- Assist with change management and organizational development efforts.
- Lead or support other administrative projects as needed.

Who We're Looking For

Key Skills and Attributes

- Deep alignment with Outright Vermont's mission and equity-driven, youth-centered values.
- Strong financial and operational acumen, with a minimum of five years' relevant experience.

- Proven ability to manage budgets, create financial reports, and analyze data in support of strategy.
- Adept at designing systems and workflows to support organizational clarity and efficiency.
- Excellent attention to detail, communication, and project management.
- Comfortable translating financial and technical concepts to non-expert colleagues.
- Committed to fostering a collaborative, organized, and inclusive work environment.

Additional Qualifications

- Demonstrated experience with compliance, HR systems, and legal reporting.
- Skilled in Microsoft Office; familiarity with platforms like QuickBooks, Asana, Apricot, or Little Green Light is a plus.
- Exceptional communication and facilitation skills; ability to engage diverse stakeholders.
- Capable of managing confidential information with discretion.
- Willingness to travel throughout Vermont year-round; availability for occasional evening/weekend hours.

WHAT WE OFFER

Compensation and Benefits

Salary range: \$86,500-\$89,500. This is a full time, salaried, 35-hour per week position, with hybrid in-person and remote work possible. We offer a comprehensive benefit package, including:

- Fully paid health insurance and life insurance.
- Employee-contributed dental insurance.
- 403(b) retirement plan with an organizational contribution of 3% of salary (even if employees do not contribute).
- Cell phone stipend.
- 10 vacation days in Year One.
- 10 days paid Gaycation when our offices fully close each summer.
- 13 paid holidays; 3 personal days; 9 sick days.
- And other opportunities such as professional development funds each year, tuition reimbursement, staff retreats, family leave, and sabbatical!

Application Procedure and Hiring Process

Interested applicants should send a resume and cover letter to hiring@outrightvt.org. Please include the job title and your full name in the email subject.

Your cover letter should address why Outright, why this role in particular, and how you feel your skills and experiences align with the skills and attributes described above. If you are missing one/a part of the Essential Skills/Attributes, please note it and briefly describe how you would prepare for this aspect of the role, or how your experience prepares you for this portion of the role. We encourage you to allow your personal writing style to come through.

Hiring Process

- Applications will be accepted through the end of day Sunday, June 8, 2025.
- First Round Interviews will take place Monday, June 16 and Tuesday, June 17, 2025.
- Second Round Interviews for candidates who advance will take place Wednesday, June 25.
- Final Candidate Interviews will be Monday, June 30. We will request references at that time.
- An offer to a successful candidate will occur as soon as reference checks can be completed; we anticipate this will happen by Monday, July 7, 2025.

First Round Interviews will be conducted by Zoom. Following interviews will be conducted in person at our Burlington office as possible, and by Zoom as warranted. Please do not let a conflict with this schedule prevent you from applying, but do let us know in your email where you'd have a conflict (and possible alternatives, if you have a sense of them). Thank you!

All applicants will receive a confirmation email.

Outright Vermont is an Equal Opportunity Employer. We recognize the critical importance of being an organization of diverse identities. Queer and trans people of color and trans feminine folks are strongly encouraged to apply. Systemic inequities in hiring cause people who are BIPOC, LGBTQ+, women, and others with non-dominant identities to apply for jobs only when they meet 100% of the qualifications. We encourage you to apply if you feel you would be a good fit for this position, as applicants rarely meet 100% of the qualifications.

More details about Outright are available at our website: www.outrightvt.org.