



Reverence • Ripples • Relationships • Resilience

Associate Director, Finance & Operations

Daily Acts | Petaluma, CA (Hybrid) | Full-Time Exempt | \$105,000–\$125,000

Daily Acts is seeking an experienced Associate Director to provide financial and operational leadership as we continue to expand our impact in Sonoma County and beyond. This is a senior role for a nonprofit leader who brings strong financial acumen, operational clarity, and people-centered leadership.

About Daily Acts

For 25 years, Daily Acts has inspired transformative action that creates connected, equitable, climate-resilient communities through education, action, and policy change. We believe change starts from within, and includes creating a caring, connected, and inspiring work environment.

About the Role

Reporting to the Executive Director, the Associate Director oversees finance, operations, and internal leadership, ensuring Daily Acts is financially healthy, well-managed, and positioned for long-term impact. This role blends strategic leadership with hands-on execution and works closely with the Executive Director, staff, Board committees, and external partners. The Associate Director helps turn values into daily practice—ensuring resources are used wisely, people are supported thoughtfully, and the organization grows with integrity and care.

Key Responsibilities

- Oversee organizational financial management, including budgeting, forecasting, accounting, cash flow, financial reporting, internal controls, and compliance.
- Oversee accounts receivable and payable, including tracking, accounting, accrual, cash receipt and payment.
- Supervise finance and operations staff and manage relationships with external accountants.
- Oversee human resources including payroll, benefits, policies, and compliance.
- Oversee general operations, including insurance, IT, and facilities.
- Plan and facilitate internal staff meetings at director, manager, and all-staff level.
- Support Board and committee operations, including financial reporting and governance processes.
- Serve as thought partner to the Executive Director on strategy, growth, and change management.
- Play a leadership role in the internal Diversity, Equity, Inclusion, and Belonging (DEIB) committee, supporting policy development, implementation, and staff training.

Required Qualifications

- Senior-level nonprofit finance and operations experience.
- Strong knowledge of nonprofit accounting (accruals, restricted funds, audits, Form 990).
- Experience leading budgets and translating financial data for staff and Board audiences.
- HR and operations oversight experience.
- Collaborative leadership style and strong communication skills.
- Commitment to Daily Acts' mission and DEIB values.

Preferred

- Experience in a \$1–5M nonprofit, including grant-funded operations, cost allocation, and funder reporting.
- Working knowledge of nonprofit HR best practices, including compensation and benefits design.
- Experience integrating DEIB principles into organizational systems, policies, and practices.
- Experience developing financial dashboards, management reports, or board-level financial materials.
- Demonstrated ability to strengthen internal controls, operational systems, and policies.
- Ability to serve as a strategic partner to an Executive Director, balancing hands-on execution with organizational planning.
- Experience providing internal leadership, including facilitating cross-departmental planning, annual planning cycles, or goal-setting processes.

Compensation & Benefits

\$105,000–\$125,000 annually, depending on experience. Benefits include employer-paid coverage of 50% of group-plan medical insurance and dental premiums (75% after 2 years), 3% employer simple IRA contribution, 11.5 paid holidays, 15 days vacation, 10 days sick time, flexible schedule, and hybrid work (Petaluma-based, 3 days/week in office after 3-month fully in-office trial period).

How to Apply

Send a resume and cover letter to jobs@dailyacts.org with *Associate Director* in the subject line. Position open until filled. No phone calls please.