



WE'RE HIRING

Director of Finance & Operations

United Way Lamoille County • Morrisville, Vermont

Are you a skilled finance professional who wants to put your expertise to work for your community? United Way Lamoille County is looking for a Director of Finance & Operations to help us build a stronger, more resilient organization — and a stronger Lamoille County.

ABOUT US

United Way Lamoille County, we believe that real change happens when a community works together. We bring people and partners to the table, connect resources where they're needed most, and advocate fiercely for equitable access for everyone in Lamoille County. If you're looking for work that matters — where your skills directly strengthen the fabric of your community — this is the place.

We're at an exciting moment in our history — celebrating 40 years of impact in Lamoille County and building toward 40 more. Our team is driven by ambitious goals and a deep belief in systems change. We're a group of highly competent, independent people who genuinely love to collaborate, and we lead with trust — micromanagement isn't in our vocabulary. We strive to create an environment where every voice is valued, diverse perspectives are welcomed, and the work we do together reflects our commitment to equity.

THE OPPORTUNITY

This is a new, high-impact role at the heart of our organization. As Director of Finance & Operations, you'll partner closely with our Executive Director and serve as the financial backbone and operational engine of UWLC. The position starts part-time with a clear path to full-time as our team grows.

You'll lead across five key areas:

Finance & Accounting	Budgeting, GAAP reporting, audits, financial dashboards, compliance
Human Resources	Payroll, hiring, benefits administration
Operations	Vendor contracts, procurement, facilities oversight
Fundraising Support	Donation tracking, grant management, donor mailings

WHO WE'RE LOOKING FOR

The ideal candidate brings:

- 5+ years of experience in financial management, accounting, or operations, preferably in a nonprofit setting.
- Strong knowledge of GAAP and nonprofit financial reporting standards.
- Proficiency with accounting software and financial systems.
- Demonstrated ability to manage multiple priorities with accuracy and attention to detail.
- Excellent written and verbal communication skills, including the ability to present financial information clearly to non-financial audiences.
- Commitment to the mission and values of United Way Lamoille County.

Bonus points for: A degree in Accounting, Finance, Business Administration, or a related field, United Way or similar nonprofit experience, grant management expertise, or familiarity with CRM/donor database systems.

WORK ENVIRONMENT, SCHEDULE & COMPENSATION

The Director of Finance & Operations is a part-time hybrid position with the potential to grow into a full-time role. This position is two days per week at the UWLC office in Morrisville, Vermont, and flexibility for remote work on remaining days.

Salary range: \$30–\$32 per hour, commensurate with experience.

Benefits include:

- Dental and vision coverage
- Employer HSA contribution
- Employee Assistance Program (EAP) through Invest EAP
- Workers' Compensation Insurance
- Access to the Vermont Saves retirement savings program
- Professional development opportunities

HOW TO APPLY

Target start date: June 22, 2025

To apply, please submit a resume and a brief cover letter describing your interest in the role and relevant experience to Clarissa French at hr@uwlamaille.org.

Applications will be reviewed on a rolling basis and the position will remain open until filled. We encourage you to apply early.

United Way Lamoille County is an equal opportunity employer.