



Position Profile

Wedge Community Co-ops

Prepared by Robert Half - Executive Search

Director of Finance

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Company Information

Twin Cities Co-op Partners (TCCP) is a food cooperative based in Minneapolis and St. Paul, Minnesota. TCCP began as The Wedge in 1974 to provide the community access to affordable, organic, whole foods. Through evolution, the organization has grown to include two Minneapolis retail locations (Wedge-Lyndale and Wedge-Linden Hills) and a St. Paul distribution facility (Co-op Partners Warehouse). The consolidated organization consists of 313 people, including 33 managers, 30 administrators and staff at each location.

The Wedge – Lyndale

A natural foods grocery store, The Wedge – Lyndale opened initially in 1974, and continues to serve the local community providing access to affordable and high-quality food and products.

The Wedge – Linden Hills

Originally named Linden Hills Co-op, opened in 1976 focusing on positively contributing to the Linden Hills neighborhood by way of creating community and providing pure food at a reasonable price. In 2017 the retail location consolidated with the Wedge to create Twin Cities Co-op Partners.

Co-op Partners Warehouse

Co-op Partners Warehouse (CPW) is certified as an organic distributor by the USDA-accredited certification agency MOSA (Midwest Organic Services Association) and is a distributor of organic produce, dairy, soy, and juice servicing retail co-ops, natural food stores, and restaurants in the upper Midwest. They purchase foods from farmers, manufacturers, brokers, other wholesale distributors, and individuals making products. CPW also carries organic milk, cheese, yogurt, soy products, fresh juices, smoothies, and a selection of dry grocery items. Through an innovative cross-dock program, Co-op Partners delivers many products direct from the producer. All products are marketed and sold to locations in Minnesota, Illinois, Wisconsin, Iowa, and Michigan.

Mission

The TCCP mission is to Build community by developing a strong local food system. TCCP is committed to the long-term health of the local community. Through partnerships and grants TCCP has built community gardens, supported farmer’s markets, extended local produce to public schools, and supported food justice organizations in the Twin Cities. The co-op has served as a gathering place to nourish bodies and lives.

Co-op Overview

A consumer co-op is a business owned and democratically governed by its owners. That means that unlike a conventional corporation, the purpose isn’t to accumulate profits for investors, but rather to meet the goals and aspirations of the community. Any surplus it generates is reinvested in the business or returned to the owners at the end of the fiscal year.

The cooperative business model has proven successful at blending and meeting value-centric and profit goals. This approach allows a cooperative to make decisions that are healthy for its owners, employees community and farmers and vendors.

TCCP supports and aligns with the International Cooperative Alliance's 7 Cooperative Principles:

- Voluntary and Open Membership
- Democratic Member Control
- Member Economic Participation
- Autonomy and Independence
- Education, Training and Information
- Cooperation Among Cooperatives
- Concern for Community

Culture

TCCP defines its culture as "TEAM-WE," a shared set of values and behaviors that collectively create a positive work environment and customer experience.

- Teamwork
- Engagement
- Accountability
- Open Mindedness
- Welcoming
- Empathy

Position Information

Reporting to the CEO, The Director of Finance for will oversee the co-op's financial operations, ensuring financial stability, transparency, and compliance with applicable laws. This role is vital in developing financial strategies, managing financial reporting, budgeting, forecasting, and providing financial guidance to the leadership team and board. The Director of Finance will work closely with both internal stakeholders and external partners to support the co-op's mission and vision while ensuring long-term financial sustainability. Additionally, the Director of Finance will lead the development of the co-op's annual budget and multi-year financial projections, provide financial insights and recommendations to the CEO and Board of Directors, assess the financial implications of various operational decisions and strategic initiatives and ensure alignment of financial planning with the co-op's mission, goals, and values.

Compensation for this role includes a base salary range of \$130,000 - \$150,000 (depending on experience), bonus potential up to 20%, and benefits (e.g. medical/dental/vision, etc.).

Key Responsibilities

Essential Job Functions:

- Develop annual budgets for all locations and business units in consultation with CEO, Store Directors, Co-op Partners Warehouse Director and BOD Finance Committee
- Help provide overall strategic leadership for the organization as a member of the co-op's Leadership Team
- Create and analyze quarterly and annual financial statements for all locations
- Create and analyze monthly reports for all business units
- Manage internal cross-division transfers and accounting practices
- Secure appropriate business and worker's compensation insurance for the Co-op
- Work with HR Director to select medical/dental self-insurance; monitor and review self-insurance claims
- Work with HR Director to evaluate compensation strategy for the organization
- Support contract negotiations with staff unions, providing financial analysis and helping to develop Management strategy
- Ensure that auditors have timely access to all needed reports and documents
- Prepare end of year packet for accountant; coordinate annual close-out
- Ensure accurate inventory, updating count practices as necessary
- Oversee clerking and cash handling for organization
- Work with Store Directors and CPW Director to establish and attain margin and labor goals
- Support CEO and other directors by creating and/or analyzing business plans and proformas
- Administer the procurement policy and record keeping
- Participate in the Co-op's Finance Committee
- Participate in the Co-op's 401(k) investment committee
- Oversee allocation and distribution of patronage refunds and C Share dividends
- Oversee maintenance of accurate, up-to-date owner equity records
- Ensure that all State and Federal taxes are filed and paid on time
- Calculate quarterly profit sharing
- Supervise Finance department staff
- Support the development in implementation of coop wide financial processes that improve accuracy and efficiency
- Provide data as requested by CEO to other organizations (e.g. – National Co-op Grocers, government agencies, attorneys, etc.)

Candidate Profile

Education and Certification/License Credentials

- Bachelor's degree required
- CPA or MBA preferred

Functional Competencies

- Supervisory experience required, preferably in a full charge bookkeeping and/or financial management setting.
- Proven proficiency in spreadsheets, databases, and financial accounting software applications including Excel Pivot Tables and Lookup functions, and data queries.
- Strong oral and written communication skills, including the ability to explain and interpret financial reports to individuals with varying levels of financial knowledge.
- Strong analytical skills.
- Ability to evaluate and improve accounting systems for efficiency
- Excellent organization skills and attention to detail.
- An understanding and appreciation for the co-op business model.
- Ability to work both independently and as a team.
- Ability to meet commitments and timelines.
- Ability to be flexible in a fast-paced work environment.
- Demonstrated ability to work with customers and coworkers from diverse cultural backgrounds.
- Ability to work with TCCP to create an inclusive environment where all are welcomed.
- Ensure hiring supports TCCP goals for diversity and inclusion.

Leadership and Management

- Ability to see the big picture and align financial strategies with the co-op's mission, values, and long-term goals.
- Be forward-thinking, ensuring the financial sustainability of the co-op while adhering to cooperative principles.
- Foster a sense of shared ownership and collective responsibility among staff, members, and stakeholders.
- Promote inclusivity, involving key stakeholders in financial decision-making processes, especially when it comes to decisions impacting co-op members.
- Strong communication skills to clearly explain financial matters to a diverse audience, including non-financial stakeholders (e.g., co-op members).
- Uphold high standards of ethical behavior, particularly with respect to transparency and accountability.
- Serve as a role model for financial integrity, ensuring decisions are made with the co-op's collective interests at heart.
- Ability to manage and navigate through periods of financial transition or change.
- Deep understanding of accounting, budgeting, forecasting, and financial reporting.
- Strategic oversight of the co-op's finances, ensuring long-term financial health and growth.

- Strong analytical and critical thinking skills to make data-driven decisions that align with the co-op's financial and strategic goals.
- Ability to tackle complex financial challenges and present clear, actionable solutions to the board and management team.
- Oversee the daily financial operations of the co-op, ensuring efficient resource allocation and cost control.
- Manage financial risks and identify opportunities for improving the co-op's financial performance.
- Develop and implement annual budgets that reflect the priorities of the co-op and are responsive to member input.
- Ensure financial resources are allocated wisely, balancing member needs with operational sustainability.
- Communicate effectively with the board, executive team, and members about financial performance and strategy.
- Ensure the co-op complies with all applicable financial regulations, reporting standards, and tax laws.
- Provide clear, accurate financial reports that demonstrate transparency to co-op members.
- Build and mentor a strong finance team, providing training, development opportunities, and fostering a positive work culture.
- Delegate tasks and empower team members to take ownership of financial processes while ensuring appropriate oversight.
- A strong knowledge of cooperative principles (such as democratic member control and concern for community) and how they impact financial management.
- Balancing financial decisions with the broader mission of the co-op, ensuring that profit-making doesn't overshadow community-driven values.
- Understanding the unique role of co-op members and their potential involvement in financial decision-making.
- Ensure transparency and communication with members regarding the financial health of the co-op, including dividends or other financial benefits.

Personal Characteristics

- Integrity
- Empathy
- Adaptability
- Collaboration-Oriented
- Strong Sense of Accountability
- Visionary Thinking
- Transparency
- Commitment to Social Responsibility
- Patience and Diplomacy
- Attention to Detail



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