

American Sustainable Business Network

Request for Proposals (RFP)

Finance Director

Posted: December 18, 2025

Request for Proposals Finance Director

The American Sustainable Business Network (ASBN) is seeking proposals for a Finance Director. This position will be onboarded as a contractor with the intention of transitioning into a full-time salaried position with benefits.

This position is partially funded by the U.S. Department of Agriculture grant and will be responsible in this role for financial oversight and compliance with grant requirements.

ASBN requests that proposals be submitted to jobs@asbnetwork.org with the subject line: **Financial Director Position**. RFP will be open until filled.

Overview of the Organization

ASBN is an advocacy organization working with responsible businesses to build a just and equitable economy through collective action and policy reform. Our mission is to inform, connect, and mobilize business leaders and investors to transform the public and private sectors toward a just and sustainable economy. ASBN consists of two legal entities, a 501 c3, American Sustainable Business Institute, and a c4, American Sustainable Business Council.

ASBN currently employs a team of 9 full time staff, plus multiple contractors who primarily work on grant projects. The annual organizational budget includes revenue coming from membership dues, contracts, grant funding and unrestricted contributions. Additionally, ASBN is the fiscal sponsor for 4 other organizations.

ASBI is the home of the Growing GRASS & Value-Added U.S. Commodity Markets Project (Growing GRASS). Growing GRASS is a 5 year multi-million dollar project supported through USDA grant funds initially provided to ASBI in June 2023, and is a part of USDA's Advancing Markets for Producers grant program.

The goal of Growing GRASS is to increase the supply, value and utilization of regeneratively raised beef cattle and buffalo hides and other materials that are byproducts from meat processing. To achieve this, the project is bringing researchers together with farmers, ranchers and supply chain businesses to verify the regenerative benefits of the grazing systems, incentivize increased supply, and assess how these byproduct materials can be best processed and utilized in ways that return the highest value for producers and partners in leather, pet food and ingredient markets.

Purpose of RFP

Attachment A describes the work that ASBN anticipates. This scope may change depending on the needs of the organization and Growing GRASS. ASBN anticipates that services will be required throughout the grant period, and work with leadership to transition into other revenue streams as the grant concludes.

Timeline for submission

RFP will be open until filled.

Content of Submissions

Submissions will be accepted via this google form.

Brief Candidate Bio (1200 character max)

Candidate Resume/ CV

Compensation

The hourly rate for this position is \$75 / hour. This position will be onboarded as a contractor with the intention of transitioning into a full-time salaried position at \$150,000 annually with benefits.

Conflicts

We anticipate that respondents may need to conduct a conflict search for purposes of any engagement. If any conflicts of interest exist according to the ASBN Conflict of Interest Policy, the conflict of interest must be disclosed.

Evaluation Criteria

Selection shall be made on the following criteria:

1. Experience as a finance professional in a leadership role
2. Experience with federally funded projects and single audits
3. Experience with fiscal sponsorship
4. Experience with c3 and c4 accounting and reporting requirements

An initial round of candidates will be selected for interviews. Finalists can expect an optional informal coffee chat with organizational leadership, a take home assignment, and at least one additional interview before selection. Anticipated onboarding date is early March 2026.

Records

ASBN may retain copies of submissions for purposes of recordkeeping required for the USDA grant.

Qualifications

By submission of a proposal, the respondent recognizes and acknowledges that this effort is, in part, in support of a federally funded grant. The respondent certifies they are not presently, suspended, or otherwise excluded or disqualified from participating in a covered transaction for a federally funded program.

Attachment A - Scope of Work

Financial Oversight & Strategy (ASBN/ Growing GRASS)

- Lead the development and tracking of annual budgets; prepare rolling forecasts.
- Create monthly, quarterly, and annual Financial Statements for internal and board review as well as for fiscal sponsors
- Provide financial data and guidance to departments for decision-making and grant planning
- Monitor financial health, develop forecasts, and support scenario planning
- Counsel the executive organizational and Growing GRASS grant leadership on financial decisions and systems utilization
- Supervise finance associate to build and integrate Growing GRASS grant payments and record keeping within the overarching financial systems

Grant Management & Compliance (ASBN/ Growing GRASS)

- Oversee grant budgets, cost allocations, and compliance with federal and private grantor rules.
 - Work alongside Growing GRASS Deputy Director to track what's been spent and map that against the approved Growing GRASS USDA budget
 - Monitor spending categories and alert Growing GRASS team members in real time if budget changes should be flagged for USDA
- Ensure proper use and tracking of restricted funds.
- Review and approve all financial reports submitted to funders.
- Ensure staff and subcontractors comply with allowable cost and timekeeping standards.
- Promote adherence to grant wide protocols (adding collaborators, procurement policies, budget changes, and others TBD)
- Ensure grant related expenses and payments are made promptly in accordance with project guidelines

Single Audit & Federal Compliance (ASBN/Growing GRASS)

- Act as primary liaison to external auditors.
- Oversee preparation of the SEFA (Schedule of Expenditures of Federal Awards).
- Ensure adherence to **Uniform Guidance (2 CFR Part 200)** and implement corrective actions if needed.
- Maintain and update financial policies related to audit readiness and federal grant compliance.
- Oversee the process and implementation of tracking & organization of all grant receipts & invoices

Regulatory & Legal Compliance (ASBN/Growing GRASS)

- Oversee and review IRS Form 990 and state charitable filings.
- Maintain documentation for federally negotiated indirect cost rates (if applicable).
- Work directly with legal team to interpret uniform guidance, and grant program guidance, ensuring all grant activities remain in compliance

Team Management & Leadership (ASBN/Growing GRASS)

- Supervise finance staff and consultants.
- Foster cross-departmental communication to support grant management and program alignment.
- Ensure consistent communications and coordinated policy management with ASBN staff, including but not limited to leadership
- Collaborate in the development of publications, creating annual reports, or other materials that disseminate Growing GRASS project results and outcomes
- Aggregate budget data to present quarterly “reports” on spending per category, and recommendations based on data
- Create and communicate bi-annual big picture budget review with the full team to analyze current spending to date and identify any needed changes

Qualifications:

Cultural Ambassador

- Approach work and people with kindness and grace
- Demonstrate fluency in working with people across identity, geographic and political differences.
- Meet deliverables proactively through ambiguity, conflicting deadlines and multiple moving pieces
- Identify and name individual and organizational needs
- Communicate with team members, stakeholders and partners centering compassion and purpose

Competencies

- Accounting and reporting for a c3 and c4
- Ability to design budgets
- Ability to oversee 990's and audit
- Knowledge of accounting for fiscal sponsors
- Familiarity with US Federal grant reporting as well as foundations
- Integrate analytical skills within financial and operating systems
- Understand and administer risk management processes

- Fluent within an ambiguous, fast-paced and dynamic environment
- Prioritize and manage multiple and competing schedules and deadlines
- Balance empathetic and direct communication
- Ability to learn and implement new systems thinking and mechanisms
- Understand and explain the complex intersection of agriculture and climate change
- Work with individuals and organizations with differing levels of knowledge and technical competency
- Experience with quickbooks and bill.com

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Industry

- Non-profit Organizations

Employment Type

C