



Vice President of Finance & Strategy

Job Title: Director, Finance & Strategy	Department: Operations
Reports to: CEO	Revision Date: 10/22/21
FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Status: <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary

Position Overview:

JOB DESCRIPTION: This role will be responsible for all top-line growth, financial performance and reporting and day-to-day operations of the business. This is a unique opportunity to scale a top performing brand in a disruptive category from early startup stage into a national category leader. The ideal candidate will be an entrepreneurial leader with proven experience in the alcohol space, strong operational experience and financial acumen. They will represent the brand, be resourceful, entrepreneurial and a tireless advocate for growth. They will be a strong team builder and leader, who works collaboratively and clearly in a fast-paced, growth oriented scrappy environment.

Strategic Leadership

- Partner with leadership to set the strategic vision and direction for Luna Bay.
- Work directly with the CEO to determine key business priorities, revenue goals, align cross-functional efforts and delegate responsibilities across the leadership team to enable success.
- Provide hands-on, motivational leadership to a growing team - contribute to building a culture of radical candor, productive feedback and a dedication to development.
- Drive execution of strategy through creation of clear objectives, goals, measures by function and individual.
- Manage all stakeholders, including senior leadership & junior employees, on alignment and delivery of plans.

Establish Best-in-Class Team & Operational Capabilities

- Establish best-in-class operational processes to support efficiency, rapid growth and scale.
- Set clear KPIs, build cross-functional discipline and processes to support rapid scale.
- Hire new team members across all functions as required.
- Develop S&OP process to establish a smooth and consistent operating environment.
- Facilitate and/or support negotiation of operational contracts by collaborating with legal counsel and operations teams.

- Manage Carta system to ensure investment proposals are accurately maintained & managed.
- Stay abreast of current financial and operational issues impacting Luna Bay Co. and make strategic recommendations to increase our bottom line

Financial Performance & Budgeting

- Own and deliver the P&L, oversee regular reporting and provide progress updates to accurately inform expectations.
- Establish regular reporting cadences to provide increased visibility into financial and operational performance and areas of opportunity.
- Improve and maintain financial infrastructure and processes.
- Develop and oversee profitable financial strategy for Headquarters that can evolve into nationwide brick & mortar strategy.
- Own all budgeting and forecasting processes on the appropriate cadences for the state of the business.
- Provide expertise, reporting and support whenever necessary to the CEO on potential acquisition opportunities.
- Develop tailored compensation strategy that ties to financial goals.

Qualifications

- *Proven track record as a team leader with an understanding of management practices*
- *Demonstrated project and budget (P&L) management skills*
- *Strong business acumen with a broad understanding of fundamental business principles*
- *Analytical problem-solving skills with an impeccable attention to detail*
- *Ability to set overall strategy and drive process improvement*
- *Excellent oral and written communication skills*
- *Strong interpersonal skills with ability to collaborate and build a consensus in a high-pressure environment*
- *Multi-team management experience*
- *Proficient in Microsoft suite; expert level with excel, ability to run queries for large amounts of data in a digestible format*
- *Familiar with Supply Chain processes and solutions*
- *Familiar with forecasting systems - ex. VIP and Elkos programs*

Disclaimer

The above job description is meant to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.