

Job Announcement: Director of Operations & Finance



Full-time, regular

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley to inspire love for this special place for generations to come. Based in Hailey, Idaho, our staff of 13 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

SUMMARY OF POSITION

The Director of Operations & Finance reports to the Executive Director and is a key member of the Management Team, informing strategic decision making and operations, and managing WRLT's \$1.5-\$2M operating budget and \$1-\$5M in project-based expenses per year. This position is responsible for the following areas: finance, business planning and budgeting, human resources, administration, facilities and IT. The position works closely with the Board, is the primary staff member supporting the finance and audit committees, and supervises the work of administrative personnel (1 direct report) and various contractors as required. This is a full-time, exempt position.

PRIMARY RESPONSIBILITIES

1. Financial Management (50%)

- Provide strategic financial guidance in building long-term financial stability, growth, and risk management. Set and lead financial strategy that allows the Wood River Land Trust to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley for generations to come.
- Leverage data and financial analytics to guide the Management Team in assessing program efficiency and financial sustainability.
- Prepare and present financial reports in an accurate and timely manner; oversee all financial, project/program and grants accounting; and administer federal, state, and local grants in accordance with grant award requirements.
- Oversee and lead the annual budgeting and planning process with the Executive Director. Work with staff and board to develop and track program and organizational budgets.
- Maintain centralized project tracking and invoicing systems for grants and contracts. Provide other staff with financial information for grant submissions and reports; track reporting deadlines and coordinate with other staff to ensure timely submission of invoicing and reporting.
- Oversee the annual audit and filing of the annual tax return, working with other staff, external CPAs, and audit firm.
- Support state and federal nonprofit compliance, filing timely annual charitable and business registrations, and providing financial reports for annual property tax exemptions, insurance, and other requirements.
- Manage organizational cash flow and forecasting to support operational requirements.

- Work with ED and Director of Advancement to develop strategies for endowment fund growth and management of long-term financial reserves; work with Finance Committee to manage bank and investment accounts.
- Oversee administrative support staff to ensure proper coding of receivables and payable accounts for external bookkeeper; allocation of payroll to grants and contracts; and providing bookkeeper with information to ensure timely payments, account reconciliations, and financial reporting.

2. Human Resources (35%)

- Work with ED and Management Team to regularly review and develop strategies for improving organizational culture and team retention. Serve as point person for regular compensation reviews and performance management systems creation and maintenance.
- Oversee benefits for employees including health insurance, health savings accounts, retirement plans and stipend programs.
- Work with ED on human resources management, review of employee benefit contracts, updating employee handbook as needed, and human resource-related filings.
- Oversee administrative support staff and contract bookkeepers to:
 - Administer employee payroll
 - Manage employee enrollment in benefits plans, administer changes to employee elections to coverage as needed, and assist new employees in onboarding and enrolling in benefit plans.
- Support staff professional development and stay current with nonprofit financial regulations and trends.

3. Operations (10%)

- Support the development and implementation of organizational policies and procedures; identify opportunities to improve standards and practices either to improve operational success or to maintain Accreditation status; and lead Land Trust Accreditation renewal applications.
- Manage organizational insurance policies, insurance claims, reviewing of policies, and pricing.
- Oversee administrative staff to plan for and maintain efficient office functions including maintenance of on-site and off-site records according to the Land Trust's record keeping policies; maintenance of organization-wide IT, purchase and inventory of office equipment and supplies; coordinating office and workspace changes and upgrades, and maintaining vehicle fleet.
- Monitor organizational risk management for legal and operational compliance.
- Improve financial processes through the introduction of new technologies.

4. Board Support and Other Tasks as Assigned (5%)

- Assist the ED in executing board meetings and board/staff retreats.
- Coordinate new board member orientation and maintain up-to-date records.
- Update organizational policy and board materials, as needed.

ESSENTIAL QUALIFICATIONS

- 5-7 years of experience in finance, operations, and/or management, with non-profit accounting and/or grant tracking required. Experience administering federal grants preferred.
- Experience with final responsibility for the quality and content of all financial data, reporting and audit coordination for an organization or significant program area.
- Proven track record in grants management.
- Tech-savvy with knowledge of accounting and reporting software; experience selecting and overseeing software installations and/or managing IT contractors, and managing relationships with software vendors. Experience with Quickbooks required.
- Excellent communication and relationship building skills with an ability to translate financial concepts with internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to our mission.
- Ability to proactively and creatively develop new ideas, solve problems, and motivate team members. Demonstrated ability to work in a highly collaborative, team-based environment, but able to work independently and be personally accountable to deadlines.
- Demonstrated credibility working with confidential information and/or managing sensitive issues.
- Strong aptitude for due diligence and compliance matters.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Valid, insurable driver's license and clean driving record.

COMPENSATION:

Starting salary \$80,000-\$95,000 annually, DOE with generous benefits package including:

- 3 weeks paid vacation, 10 days paid sick leave, and 11 paid holidays
- 4 weeks paid parental leave
- 401k retirement plan with 3% employer match
- 100% employer paid health and dental insurance, and employer contributions to Health Savings Account; dependents can be added to plan, dependents' premium paid by employee
- Eligibility for paid sabbatical leave upon 7 years of service
- 35-hour work week, with flex time and work-from-home available on a limited basis (this position is primarily based in our office in Hailey, ID)

STATUS

This is a full-time salaried position based in our office in Hailey, ID. Some after-hours and weekend work activities will be required to support fundraising and community engagement events.

TO APPLY:

Please submit a cover letter explaining your interest in the position, with resume and three professional references to: Erin Dorr at erin@woodriverlandtrust.org. This position will remain open until filled. Applications will be reviewed starting October 28, 2024. Candidates who advance to the second round of consideration will be asked to prepare approximately 30 minutes worth of financial analysis in advance of an interview.