

## Director of Administration and Finance Western Landowners Alliance

*January 30, 2018 – Open until filled*

Western Landowners Alliance, a West-wide non-profit organization based in Santa Fe, New Mexico, seeks a Director of Finance and Administration to help implement our mission to advance policies and practices that sustain working lands, connected landscapes and native species. The Director of Finance and Administration will be a strategic thought-partner and report to the executive director (ED). The successful candidate will be responsible for the organization's finance, business planning and budgeting, human resources, administration, office management and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as Western Landowners Alliance (WLA) continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

### **RESPONSIBILITIES**

#### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Develop and maintain a system for tracking deadlines associated with grants and donations. Communicate deadlines to responsible staff with enough notice to allow for timely report completion and submission.

## **Human Resources, Technology and Administration**

- Work as an effective member of a small, highly collaborative staff in a fast-paced, responsive organizational culture.
- Further develop WLA's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Ensure that all legal and financial compliance requirements are met, including state charitable registrations and lobbying reporting.
- Maintain appropriate and current insurance policies.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions, IT systems and facilities to ensure efficient and consistent operations as the organization scales, including basic office management functions such as maintaining adequate supplies, responding to phone calls and processing mail.
- Provide logistical support as needed for special events.

## **QUALIFICATIONS**

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to—and to effectively collaborate with—programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management

- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- The ideal candidate will be comfortable operating in G-suite (including Google docs/sheets, etc.), Dropbox, Excel, MailChimp, Word (including various functions such as MailMerge), GoToMeeting and QuickBooks.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a highly diverse range of internal and external stakeholders
- Excellent team player; able to work in close collaboration with fellow staff members located across the West.
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility and dedication to the mission of WLA.

## **TO APPLY**

Please send cover letter, resume, a writing sample, and contacts for three professional references and one personal reference to Lesli Allison:

[info@westernlandowners.org](mailto:info@westernlandowners.org)