

TOMPKINS CONSERVATION

Director of Finance and Operations

Tompkins Conservation/Rewilding the Americas

Job Description

ORGANIZATION OVERVIEW

Tompkins Conservation (TC) was founded almost 30 years ago by Kristine and the late Douglas Tompkins (1943–2015), business leaders from Patagonia, The North Face, and Esprit Corporations. TC is a global conservation leader that rewilds areas—creating fully functioning ecosystems with a rich diversity of species—and collaborates with communities, organizations, and governments to protect, restore, and forever embrace wildlands and wildlife. TC has focused on projects in Argentina and Chile, supporting the creation of terrestrial and marine national parks; reintroduction of missing species; restoration of degraded lands; environmental activism; and initiating sustainable, conservation-minded economic development.

Over the next five years, Tompkins Conservation will launch a new initiative, Rewilding the Americas (RtA), to accelerate the scale and depth of its results. It will transition from an operating foundation that designs and implements projects in Chile and Argentina, to a venture philanthropy model that will raise funds and provide technical support to high-impact rewilding projects across the Americas—focusing on Argentina, Chile, and the US. The Director of Finance and Operations is supervised by the Managing Director of Tompkins Conservation and Rewilding the Americas. The Director of Finance and Operations will collaborate with US staff, and NGO partners in Chile, Argentina and throughout the Americas. To learn more, visit: www.tompkinsconservation.org

TC/RtA is in a time of strategic growth and reinvestment looking forward to the next 50 years of conservation achievements and excellence. While the organization is focused on staying nimble and putting its conservation dollars to work on the ground, we anticipate that additional staff and resources will be added over time. The Director of Finance and Operations will play a critical leadership role in strategically building the organization.

POSITION OVERVIEW

The Director of Finance and Operations is a senior member of the TC/RtA team. She/he/they sit on the senior-leadership team and will be responsible for leading financial management and financial sustainability activities, managing an operations/finance support team, and ensuring effective office operations across the organization. The position requires a high degree of

coordination and collaboration with the development team and outside partners. The Director of Finance and Operations should have experience building teams and organizations in fast-growth environments.

ESSENTIAL FUNCTIONS

The Director of Finance and Operations will lead a lean team with responsibilities including oversight of finance, accounting, tax, legal, HR and IT and administrative functions of the organization. Financial responsibilities include the development and management of annual budgets and audits and quarterly/annual financial reports. The Director of Finance and Operations is responsible for engaging the President, Managing Director, and Board of Directors in the financial management and financial sustainability of the organization, including the presentation of financial information at meetings of the Board. She/he/they are the primary resource for staff on financial matters and organizational policies and procedures, and works closely with the Managing Director, Director of Development and other members of the development and conservation team to review budget proposals from grantees and manage distribution of awarded funds, consistent with donor intent and program needs.

The Director of Finance and Operations strives to enhance performance and efficiency for all TC/RtA staff by guiding human resources functions including capacity planning, recruiting and onboarding of staff, performance management and professional growth opportunities.

She/he/they oversees centralized administrative processes including accounts payable, general purchasing requests, contract management, telecommunications and information systems.

The Director of Finance and Operations manages a department that consists of two approved direct reports – the Controller and Finance Associate. The Director of Finance and Operations will facilitate the hiring of their direct reports and works as part of a team with staff in development and conservation.

Duties are confidential and require a comprehensive understanding of TC/RtA's policies and procedures and the ability to meet the highest ethical and professional standards. This position reports to the Managing Director and is a member of the senior management team.

Duties:

- Manage comprehensive finances for the program by guiding the financial management of donor pledges; development and execution of the business unit budget; forecasting; monitoring to ensure budget accountability; program planning; analyzing revenue and expense trends; and, reporting.
- Provide orientation and training in budgeting, accounting policies and procedures and financial analysis to staff and program managers.
- Coordinate closely with development team on fundraising goals and the provision of budgets and financial reports to donors.

- Provide high-level support on hiring, payroll, benefits, personnel matters, performance reviews and salary analyses.
- Serve as advisor to CEO, Managing Director and other senior leadership team members.
- Serve as primary liaison with outside counsel and other vendors and partners including payroll, benefits and information systems.

RESPONSIBILITIES AND SCOPE

- Accountability for strategic goals related to functional area;
- Act independently, exercise independent judgment to identify and solve financial and operations complex problems;
- Decisions may have program-wide impact and may bind the organization financially or legally;
- Design and manages multiple projects, directing work of staff, setting deadlines, and ensuring accountability;
- Design and plan new initiatives that will ensure department and organization-wide goals and strategies are achieved;
- Direct or participate in negotiations for complex or sensitive agreements;
- Ensure programmatic commitments, policies and procedures, GAAP, and financial standards are met and managed for compliance;
- Provide timely and accurate financial reports and analysis to Managing Director, board members, and project managers;
- Develop and monitor budget, forecast, sustainability, and strategic financial plans;
- Review and monitor income statement and balance sheet items (including pledges) at month and year-end close;
- Responsible for all tax related matters for the organization including timely filing and compliance with federal, state and attorney general filings and protection of trademarks;
- Responsible for organizational compliance with all legal requirements in the United States, including the Foreign Corrupt Practices Act, as well as adherence to applicable foreign legal requirements when operating outside of the United States;
- Provide financial expertise on other special projects;
- Ensure revenue, expenses and net assets are managed to reflect donor intent including working with cross-functional teams to perform revenue allocation;
- Oversee day-to-day financial activities such as purchasing, processing invoices, negotiating, and contracting with vendors including ensuring contracted vendors carry required insurance coverage and that appropriate documentation is obtained and maintained;
- Maintain confidentiality of frequently sensitive and emotionally charged information;
- Manage team accountability for strategic goals related to functional area;

- Supervise administrative or professional staff, including training and professional development; and
- Work long or flexible hours as needed including some international travel.

MINIMUM QUALIFICATIONS

- Bachelor's degree and eight years related experience or equivalent combination, including three years managing operations functions;
- Financial, tax and accounting experience;
- Experience generating financial reports and analyzing and interpreting data;
- Experience developing and administering departmental budget or equivalent;
- Experience developing, managing and implementing multiple projects and strategic goals;
- Experience with effective Human Resources Processes;
- Experience working with cross-functional teams across multiple organizational levels and location;
- Multi-cultural or cross-cultural experience;
- Experience managing and supervising a multidisciplinary team including setting objectives, managing performance, and conflict resolution; and
- Experience, coursework, or other training in principles and practices of human resources, and office operations.

DESIRED QUALIFICATIONS

- Accounting degree and CPA certification;
- Non-profit GAAP accounting experience; and/or understanding of best practices in non-profit management;
- Excellent communication skills including presentations, conversations, and documents;
- Spanish proficiency a plus;
- Experience managing and supporting a geographically dispersed team;
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary;
- Proficiency in working independently as well as jointly with colleagues on a team;
- Superior planning and problem-solving skills; and
- Experience developing, managing, and implementing goals, plans, and complex processes.

WORKING CONDITIONS/PHYSICAL EFFORT

Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Ability to work long hours and weekends. Willingness to travel.

Tompkins Conservation (TC) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. TC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Tompkins Conservation are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. TC will not tolerate discrimination or harassment based on any of these characteristics. TC encourages applicants of all ages and promotes a workplace that encourages you to “come as you are” and bring your genuine self to the workplace every day.

TC/RtA offers competitive compensation, 403b plan for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

LOCATION

Negotiable.

HOW TO APPLY

To apply, please submit resume and cover letter to jobs@tompkinsconservation.org by November 16, 2020.