



The Western New York Land Conservancy is an accredited, regional not-for-profit land trust that permanently protects land with significant conservation values in Western New York for the benefit of future generations. We envision a future in which forests, farms, meadows, and waterways are connected, cherished, and protected in Western New York. Our clean air, clean water, and fertile soils will equitably support the health and wellbeing of future generations of every living thing.

Title: Finance and Operations Director
Employment Type: Exempt, full time, 37.5 hours per week
Reports to: Executive Director
Location: East Aurora, NY – remote work possible
Application Deadline: Open until filled
Salary: \$70,000-\$80,000 plus comprehensive benefits package including health insurance, generous leave policy and retirement match

Overview:

The Land Conservancy is hiring a Finance and Operations Director to fill a key role in the organization, with principal responsibility for the systems and processes that support a dedicated and collegial staff committed to a common mission. Core responsibilities include ensuring that the Land Conservancy maintains an accurate and organized financial management system, complies with legal requirements, provides reliable data, and supports realistic projections of revenues and expenses. The Finance and Operations Director will work closely with the Management Team to maintain an infrastructure that supports each other's ability to work efficiently on grant and program development, implementation, and evaluation. The Finance and Operations Director will work to enhance internal systems to optimize productivity and minimize risk, and will provide program support to further the Land Conservancy's mission.

Responsibilities:

1 - Financial Management

- Lead the annual budgeting and planning process
- Develop and clearly communicate financial reports in an accurate and timely manner with the Executive Director, Management Team, board treasurer and board finance committee
- Oversee financial, grant and project accounting including grant and project performance and variance analysis
- Manage the accounting and bookkeeping process, including cash receipts and disbursements, accounts receivable and payable, fixed assets, banking and fund balances
- Implement a robust grant and contract management process
- Ensure that financial data and cash flow are steady and support operational requirements
- Lead the annual audit process, including liaison with auditor and audit committee
- Maintain corporate records and meet all state and federal legal requirements
- Oversee risk management through internal controls, document evaluation including review of contracts, leases, and records maintenance
- Chair the finance committee

2. Human Resources

- Manage all recruitment processes
- Update and maintain the personnel handbook
- Oversee staff benefits and annual health plan enrollment

- Support professional development plans for all employees
- Work with payroll processing company and oversee internal time tracking

3. Operations

- Oversee facilities to ensure efficient utilization of space and consistent operation as the organization expands
- Work with vendors to manage technology improvements and acquisition, including ongoing maintenance of systems, networks, and technical services
- Ensure IT systems are secure, compatible, integrated, and aligned with current and projected needs
- Lead the reaccreditation process with Land Trust Alliance and ensure ongoing compliance with Land Trust Alliance Standards & Practices
- Maintain appropriate, affordable insurance for business, directors and staff

4. Other

- Support grant development strategic planning and annual work plan development as needed
- Participate as a member of the Management Team
- Support financial activities related to The Riverline LLC
- Participate in staff and Board meetings
- Supervision of administrative positions

Qualifications:

- Undergraduate degree in Finance, Accounting, Non-Profit Management, or related field is preferred. Work experience can substitute for degree
- Relevant previous experience in nonprofit finance and operations including financial grant management and/or project budgeting
- Familiarity with accounting software (QuickBooks) and donor management software
- Superb written and oral communication skills
- Practical knowledge of employment regulations at the state and federal level
- Time management skills that balance flexibility and responsiveness with adherence to deadlines
- Record of integrity, discretion, and ethical decision-making
- Ability to work independently with a high level of accountability and attention to detail
- Strong interpersonal skills, diplomacy, patience, and a sense of humor
- A commitment to excellence, teamwork, continuous learning and creativity

Requirements:

- This position requires the ability to remain in a seated position for long stretches of time, high volume of keyboarding and occasional lifting of items up to 30 pounds
- Proof of Covid vaccination is required upon hiring

To Apply:

You can find the job description at the following link: www.wnylc.org/work-with-us

Please submit a cover letter, resume and three references with “Finance and Operations Director” in the subject at jobs@wnylc.org. Applications are only accepted electronically. No phone calls please. **The Land Conservancy is accepting applications until the position is filled.** The Western New York Land Conservancy is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.