



JOB ANNOUNCEMENT

Palos Verdes Peninsula Land Conservancy (PVPLC)

FINANCE & OPERATIONS MANAGER

THE SITUATION:

For more than three decades, Palos Verdes Peninsula Land Conservancy (PVPLC) has been acquiring, preserving, and restoring undeveloped land to its natural state on the scenic Palos Verdes Peninsula for the education and enjoyment of all.

PVPLC is currently on the cusp of launching an ambitious ten-year plan to accelerate restoration of critical habitats while expanding its education and engagement initiatives throughout the wider Peninsula region. Reporting to the Executive Director, a new position, Finance and Operations Manager, is being established to ensure the additional leadership capacity required to sustain its successful growth trajectory.

THE ORGANIZATION:

Since 1988 PVPLC has preserved more than 1,700 acres of open space on the Peninsula. This precious habitat and rare coastal landscape contributes to the quality of human life and provides valuable refuge for rare local animals and fauna. Through the work of hundreds of volunteers every year, it restores native habitat to support local as well as threatened species from extinction, some of which only exist on the Peninsula.

With more than 10,000 visitors a year to its two nature centers, PVPLC connects the wider Southern California community to this land and utilizes it as a resource for conservation education and to bring exposure and enjoyment to children who may have only known urban environments. To this end, PVPLC has brought over 4000 students a year to the preserve for educational programs and docent-led walks on its more than 42 miles of trails.

THE POSITION:

The Finance and Operations Manager enjoys a broad scope of responsibilities. The role acts as a key business partner to PVPLC leadership on matters related to financial reporting and analysis, budgeting, and grant tracking while taking full ownership of the quality of day-to-day accounting, GAAP, and internal controls. It ensures sound fiscal decisions are made, risk is managed and minimized, and the organization meets its compliance requirements, including the timely and accurate completion of the annual audit and 990 filing.



The position reports directly to the Executive Director and is considered an important capacity builder for the ED, as it generates monthly financials and forecasts, and manages budgets and cash flow, doing so both autonomously and accurately. It partners particularly closely with the program and development leaders on grant spending and reimbursement tracking, analyzes revenue and expense trends, and recommends related process improvements.

The Finance and Operations Manager plays a critical role in managing and improving PVPLC's operational systems for this expanding land trust. Growing in revenues, complexity, and responsibilities as its funding resources and contracts become more varied, this role will manage multiple sources of funding through different types of contractual vehicles and reporting requirements.

THE IDEAL CANDIDATE:

The ideal candidate is motivated by PVPLC's mission and the opportunity to play an important role in the Conservancy's long-term success and purpose. This individual comes with strong financial acumen and accounting and finance experience, preferably in a nonprofit environment. They easily segue from providing excellent counsel to their internal business partners to managing the work of PVPLC's department vendors.

2

The Finance and Operations Manager thrives in a fast-paced, multitasking environment that optimizes their strong collaboration, communication, organizational, decision making, and analytical skills. This talented, yet humble individual is a natural leader who is ready, willing, and capable of pitching in wherever their expertise is needed, whether that be presenting financial updates to the Executive Director or generating meaningful analysis that will support better fiscal outcomes.

THE OPPORTUNITY:

This position presents a rare opportunity to play a role in preserving some of California's, and for that matter the county's most beautiful coastal landscapes. PVPLC values developing people from within and will consider candidates with a wide range of relevant experience. As the Conservancy continues to grow, this role presents excellent opportunities for personal growth and a broad range of cross functional collaboration and involvement across the organization.

THE COMPENSATION:

PVPLC provides a comprehensive benefits and competitive compensation plan. The range for this position is \$70,000 to \$120,000 per year. The actual compensation is determined based on a candidate's experience level and other factors permitted by law.

If interested, please forward your resume, or email any questions you may have to:

Judy Tabak, Founder, Consultant

Integral Talent Solutions

jtabak@integraltalentsolutions.com