



# NORTHCOAST REGIONAL LAND TRUST

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Application Packet for the position of: **Director of Finance & Operations**

*The Northcoast Regional Land Trust is seeking a detail-oriented, organized, and collaborative Director of Finance & Operations for a dynamic nonprofit organization focused on land conservation in northwestern California. Staff at NRLT enjoy an engaging work environment, excellent benefits, and a flexible schedule.*

*Staff are supported by, and get the opportunity to work with, a dynamic community of volunteers, landowners, and other land trust partners. We recognize that diverse teams make the strongest teams and encourage people from all backgrounds to apply.*

For more information, please visit: [www.ncrlt.org](http://www.ncrlt.org)

**Availability:** Position open until filled.

**Status:** Full-time salaried (exempt)

**Starting Salary Range:** \$66,560 - \$80,000 annually, depending on experience.

**Benefits:** Generous combined paid holiday and vacation leave; paid sick leave; paid health insurance; up to 3% matching contribution for retirement plan (SIMPLE IRA); flexible schedule, and professional development opportunities.

## **About the Northcoast Regional Land Trust**

The Northcoast Regional Land Trust (NRLT) is an accredited land trust based in Arcata, California. Since its founding in 2000, NRLT has protected over 60,000 acres of forest, farms, oak woodlands, wetlands, and range – lands that sustain our human communities, support rural livelihoods, and safeguard important habitats. We also seek to connect more people with wild and working landscapes, support our region's producers, and inspire the next generation of land stewards.

With more land conservation projects in the works than ever before, new stewardship and restoration activities, and engaging education and community-centered conservation programs, we look forward to welcoming new team members who can hit the ground running during a very busy and exciting time and contribute their expertise to help grow the organization.

## **Position Summary:**

The Director of Finance & Operations (FOD) is a leadership position responsible for overseeing and optimizing the operational, financial, human resources, and development functions of the organization. Reporting to the Executive Director, this position is being established to ensure the additional leadership capacity required to sustain NRLT's successful growth trajectory. With a focus on organizational development, financial management, procedures and systems, the FOD plays a crucial role in achieving the organization's mission and goals.

The Director of Finance & Operations works closely with the Executive Director, other key staff, contractors, and partners to facilitate efficient decision-making, effective communication and coordination, and foster a positive and inclusive work environment. The FOD brings an employee-oriented and growth mindset and will be part of strengthening NRLT's conservation mission through mindful, efficient operations, strong financial management, and commitment to organizational excellence. This position requires a person who is organized, detail-oriented, team-driven, technologically savvy, enthusiastic and patient, and thrives in a dynamic environment.

**Essential Job Functions:**

1. Bookkeeping/Financial (~ 33%)
  - In collaboration with the Executive Director, develop and manage the annual budget; monitor financial performance, analyze variances, and make recommendations to optimize resource allocation.
  - Manage all accounts payable and accounts receivable, including bill payment, invoicing, pursuit of unpaid balances, and bank deposits; monitor bank and investment accounts.
  - Track all assets and dispositions of NRLT property; prepare and file all required documents.
  - In coordination with the Executive Director and staff, develop, prepare, track and report on financial forecasts, grants, and budgets.
  - Maintain financial records in compliance with NRLT's accounting policies and procedures and consistent with generally accepted accounting principles.
  - Prepare, assemble, and verify necessary forms, documentation and approvals for accounting transactions; oversee allocation of agency and departmental overhead.
  - Work with contract bookkeeper to ensure timely completion of tasks including processing payroll, paying taxes, and reconciling accounts.
  - As requested, provide accounting information, financial analysis, and budget development support to staff, board of directors, and external parties.
2. Operations/Administration/HR (~ 33%)
  - In coordination with the Executive Director and other staff, develop, implement, and oversee compliance with operational strategies, policies, and procedures.
  - Oversee office, real property, data systems, and equipment; support an orderly and productive work environment.
  - Oversee administration of employee benefits and the timely completion and filing of required documents for all new and existing employees.
  - Oversee administration of all contracts and agreements such as vendor contracts, lease agreements, and grant agreements.
  - Stay up to date on, and oversee compliance with, state and federal employment and contract law.
  - In coordination with the Executive Director, support development of NRLT's Strategic Plan and individual staff work plans; monitor, evaluate, and report on progress.
  - Support other staff in planning, resource allocation, and progress tracking.
  - Oversee maintenance of organizational documents such as calendar, contact sheets, board and advisor lists, and orientation packets.
3. Programs & Development (~ 33%)
  - Oversee special projects, initiatives, and program development; provide strategic and technical support to program staff.
  - Provide support to development staff and lead certain fund development campaigns (e.g. major gifts and planned giving).
  - Support outreach and communications efforts in collaboration with staff, contractors, and volunteers.
4. Other duties as needed or assigned.

**Organizational Responsibilities:**

- Professionally represent NRLT in a variety of settings and situations.
- Develop and maintain positive, effective working relationships with fellow staff, donors, board members, contractors, and other community partners.
- Attend and participate in relevant staff, board and/or committee meetings; organize, facilitate, and develop presentations and materials as needed.
- Participate in professional development activities, trainings, and conferences.
- Manage organizational, personnel, and donor information with appropriate sensitivity, discretion, and confidentiality.

## **Qualifications:**

The Director of Finance & Operations will possess the combination of education, experience, skills, and abilities necessary to carry out the duties of this position including:

- A genuine interest and enthusiasm for conservation of wild and working lands.
- Bachelor's degree or equivalent experience (e.g. Business Administration, Nonprofit Management)
- Minimum six years in progressively responsible positions; minimum three years of experience in a management role, preferably with an organization of similar scope and complexity.
- Strong ability to develop operational strategies, manage systems, and drive organizational change.
- Strong financial acumen and experience in budgeting, financial analysis, and reporting.
- Solid bookkeeping experience and understanding of accounting principles.
- Proven project management skills and the ability to manage multiple priorities simultaneously.
- Strong organizational and time management skills, with keen attention to detail.
- Ability to lead a team and maintain a collaborative, professional work environment.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex ideas to a diverse range of audiences.
- Ability to perform duties with a high degree of self-direction and minimal supervision.
- Ability to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Excellent computer skills including database management, accounting software, word processing, spreadsheet creation and maintenance, and use of the internet for research, communication, and cloud-based file sharing; familiarity with Windows OS, Microsoft Office (particularly Excel and Word), Adobe Acrobat, and QuickBooks.
- Experience with fund development, marketing, and/or communications a plus.

## **Physical Requirements and Travel:**

- Able to remain in a stationary position for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Occasional work during evening and weekends, and occasional travel within or outside of Humboldt County.
- Able to occasionally move or transport objects weighing up to 30 pounds.
- A valid California Driver's License and current auto insurance.
- Ability to arrange transportation for duties that may be required in the performance of the job.

## **Supervision of Others:**

- Responsible for overseeing volunteers, interns, contractors, and/or staff.

## **Location:**

- At NRLT's office in Arcata, California. A partially remote/hybrid schedule may be permitted once an employee has demonstrated strong performance and an ability to work independently offsite and manage a team successfully.

## **How to Apply for the Position:**

*Applicants must submit the following via email, preferably as a combined PDF, to [jobs@ncrlt.org](mailto:jobs@ncrlt.org):*

1. Application cover sheet (see attached)
2. Cover letter (preferably one page)
3. Resume
4. List of at least three professional references



# NORTHCOAST REGIONAL LAND TRUST

## APPLICATION COVER SHEET

<b>Position: Director of Finance &amp; Operations</b>				
<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle Initial)</b>	<b>Primary Telephone</b> (   )	
<b>Address (Mailing Address)</b>	<b>(City)</b>	<b>(State)</b>	<b>(Zip)</b>	<b>Other Telephone</b> (   )
<b>E-Mail Address</b>				
Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Work Start Date</b> ( <i>When will you be available to start work?</i> ):				
<b>How did you hear about this position?</b>				

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_