Position Description

TITLE: Finance Manager
LINE OF BUSINESS/DIVISION: Operations/Finance
FLSA STATUS: Exempt
REPORTS TO: Director, Field Financial Services
NUMBER OF POSITIONS REPORTING TO THIS POSITION: none
LOCATION: Arlington, VA or Chapel Hill, NC preferred (hybrid or fully remote negotiable)

THE CONSERVATION FUND
The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit www.conservationfund.org.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

POSITION SUMMARY
The Finance Manager is part of a new team providing financial management, reporting, and transactional services in support of the programmatic activities of the organization. This person may support either real estate or non-real estate program areas and will work collaboratively with a new team to ensure coverage across all business areas.

The Finance Manager works closely with program staff to monitor deal flow, capital allocation, and cash availability for hundreds of conservation real estate transactions, providing valuable information to guide decision making. In partnership with other members of the Finance team, this person will support the financial information needs of practitioners, educate on organizational financial matters, and help to coordinate financial administration, reporting, and compliance of certain related entities.

The Finance Manager reports to the Director of Field Financial Services and directly supports several SVPs in the financial administration of their programs. The position supervises no staff but may be called upon to lead or direct the work of others on occasion.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Finance Manager has lead responsibility for business analysis and certain aspects of financial operations for the organization’s programmatic activities. This includes coordinating the development of budgets and forecasts, tracking and analyzing actuals and variances, supporting accounting activities and processes, preparing reports for staff, donors, and investors, collaborating on proposals or potential transactions, and ensuring that best practices and organizational policies and commitments are met, accurately and timely. The individual will be expected to work closely and collaboratively with other team members in Finance & Accounting and with program staff at all levels. Specific duties include but are not limited to the following:
• Provide timely and accurate financial reports and analysis to program directors for assigned business areas, monitoring progress against budget for the program and related entities.
• Produce complex and program-specific financial reports for both internal and external audiences. Assist with the management of financial reporting for key donor relationships and collaborate with program staff and colleagues in Finance on other specialized reporting needs.
• Coordinate preparation of annual budgets for assigned business areas.
• Maintain familiarity with real estate deal flow to inform management decision making on capital structure and allocation. Maintain transaction forecast and associated reporting.
• Partner with program staff and leadership to evaluate financial implications of business decisions on real estate projects.
• Assume leadership role in establishing and managing processes and reporting for related entities created for working forest projects.

MINIMUM QUALIFICATIONS
• Bachelor’s Degree in Finance, Accounting, Business Administration, or related field.
• At least five (5) years of relevant experience; some experience in a non-profit environment preferred.
• Understanding of GAAP and financial statements; ability to analyze, interpret, and present financial information.
• Willingness and ability to gain familiarity with complex projects, including understanding of project financial structure, timing, etc.
• Advanced proficiency with Microsoft Excel.
• Experience manipulating, analyzing, and interpreting data.
• Experience using accounting and reporting systems.
• Ability to communicate effectively with various audiences and engage across all levels of the organization in a collaborative or advisory role.
• Flexible, reliable, and organized self-starter comfortable in a fast-paced and dynamic work environment.
• Commitment to The Conservation Fund’s mission and values.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE
• MBA or CPA.
• Microsoft SharePoint experience.

WORK ENVIRONMENT
• Work is performed primarily in an office setting.
• Travel requirements will depend somewhat on primary work location; to be determined.

COMPENSATION and BENEFITS
This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit https://www.conservationfund.org.
Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.