

Opportunity Announcement: Finance and Operations Manager

May, 2021

Position Title: Finance and Operations Manager
Status: Exempt/Full-time
Reports To: President/CEO
Effective: May 10, 2021

Organization Overview:

The **Pepperwood Foundation** is currently seeking a dynamic individual to serve as our organization's **Finance and Operations Manager**. Pepperwood owns and operates a 3,200-acre nature reserve in Sonoma County dedicated to ecological research and education. The mission of Pepperwood is to inspire conservation through science. Pepperwood's Dwight Center for Conservation Science is a 9,400 square foot LEED-certified green building equipped with administrative, educational, and research facilities to support the programs at Pepperwood Preserve. The Center provides an administrative base for approximately 20 staff (including administrators, naturalists, and educators) and serves as a venue for regional conservation gatherings and workshops. Our primary 2020-25 initiatives can be reviewed here:

<https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/>

Job Summary:

Pepperwood is seeking a Finance and Operations Manager to support Pepperwood's staff and programs via excellent oversight of key business functions. Responsibilities include oversight of organization's budget development and tracking (approximately \$3M in revenues and annual expenses), financial accounts, contract management, facilities maintenance, IT, business insurance, and human resources. This position works in close coordination with the President/CEO and our fundraising team and contracts with independent contractors and vendors to support our operations (including book-keeping, auditor, human resources, and facilities).

This position plays a critical role in maintaining smooth internal operations, implementing and tracking our annual business calendar, and representing Pepperwood to external partners and financial, legal, governmental, and insurance institutions. The Finance and Operations Manager co-chairs the Operations, Communications, and Development team with the President/CEO and is supported by a Program Associate (direct report) who manages the organizational Salesforce database and supports Board processes. The successful candidate will join the Executive Committee (comprised of the President, Preserve Manager, Conservation Science Manager, Development Manager, and Education Director) and work closely with the foundation's Board of Directors, providing staff support to the Finance, Audit, and Development Committees.

Essential Functions:

- Facilitates communications and provides timely reports to management and Board as needed across programs in support of strategic business priorities and relationships.

- Oversees all financial aspects of the organization, including accounting, bank balances, annual organization budgeting, payroll, financial analyses and reporting, annual audit and 990 preparations with Pepperwood's book-keeper and auditor using QuickBooks, Excel, Salesforce, and IBS payroll software.
- Maintains internal controls and ensures compliance with GAAP nonprofit standards, federal, state and local regulatory requirements.
- Oversees risk management policies, including maintaining insurance coverage, compliance with corporate and nonprofit law, compliance with applicable state, local and federal requirements, including business statements, licenses, property tax, etc.
- Provides oversight on donor pledges, grants, and contract management (record-keeping and invoicing) with program manager support.
- Oversees benefits administration, including health plan, dental, acupuncture/chiropractic, disability, worker's comp, and 403b, maintains personnel files and employee handbook, and facilitates and guides staff HR inquiries with contractor support.
- Oversees office facilities maintenance, including purchasing, equipment leases, IT system, and janitorial services.
- Keeps 12-month business calendar up to date and develops and implements project plans as needed.
- Provides leadership and facilitation to staff and Board committees.
- Advances a warm and welcoming environment within the organization and in relationships with volunteers, members, donors and partners.

Ancillary Functions:

- Works closely with Development Manager and President/CEO to support fundraising and outreach objectives.
- Occasional oversight of interns or volunteers.
- May require working on weekends and evenings on- or off-site for special events. Part-time remote or virtual options can be considered.

Essential Requirements:

- Commitment to the environment and passion for Pepperwood's mission.
- Bachelor's in a related field plus at least five years of experience in nonprofit financial management.
- Knowledge and understanding of nonprofit accounting needs and GAAP.
- Highly proficient with Microsoft Office Suite, with intermediate level of experience with Excel, and QuickBooks.

- Strong problem solving, analytical, creative, and strategic thinking skills along with strong attention to detail.
- Ability to think critically and set appropriate priorities, meet deadlines, manage multiple projects, and work efficiently with diverse individuals.
- Technology savvy, including ability to learn new systems and experience working with IT and program staff to develop and implement new processes and systems that create efficiencies.
- Familiarity with Human Resources benefits administration.
- A track record of excellent performance in team settings and strong interpersonal skills.
- Ability to protect confidential information and maintain a high level of confidentiality regarding Human Resources and Fundraising information.
- Outstanding verbal and written communication.

Non-essential preferences:

- Advanced degree in a related field
- Spanish language speaker

Work Environment:

Central office with cubicle computer workstation. Temperate climate. Office lighting. Low noise level. Sometimes solitary.

Physical Requirements:

Continuous sitting. Fine finger movements and manual dexterity. Some bending, lifting up to 35 lbs, grasping. Requires capacity to navigate two-story building and to assist with occasional room set-up. Visual capacity for server workstation use and document review.

Compensation:

Salary commensurate with experience; excellent benefits and great work environment.

Contact Information:

Qualified candidates should submit a cover letter with salary objectives, a curriculum vitae, and three references to hr@pepperwoodpreserve.org with the subject line Finance and Operations Manager – (Last Name). We will directly contact candidates selected for an invitation to interview.

Pepperwood is an Equal Opportunity Employer. All qualified applicants will be given equal consideration without regard to race, religion, color, sex, disability, political belief, sexual orientation, gender identity or expression, age, or marital/familial status.