Opportunity Announcement: Finance and Operations Manager

Position Title: Finance and Operations Manager
Status: Exempt/Full-time
Reports To: President/CEO

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 24 staff (including administrators, naturalists, educators, and seasonal field staff) 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 policies and procedures driving key business, facilities and finance functions. Responsibilities include oversight of our organization’s budget and cash-flow (approximately $3M in annual operational revenues and expenses) and bank balances (including $10M+ in invested reserves). This position supervises our accounting, human resource, and business system specialists and oversees income-generating contracts, facilities projects and maintenance, IT, business insurance, and all aspects of compliance, with team support as described below.

The Finance and Operations Manager provides leadership to maintain smooth internal operations, implementing and tracking our annual business calendar, and representing Pepperwood to external partners and financial, legal, governmental, and insurance institutions. This position works under the supervision of the President/CEO, works in close collaboration with our Board of Directors, and oversees engagement of staff and independent contractors to support our business operations (including accounting, audits, legal support, human resources, and facilities). The successful candidate will serve on the Executive leadership team (comprised of the President, Preserve Manager, Conservation Science Manager, Development Manager, and Education Director) and will work closely with the foundation’s Board of Directors, providing staff support to the Finance, Audit, and Development Committees.

The Finance and Operations Manager supervises three direct reports including an Accounting and Human Resources Specialist, a Business Systems Analyst, and a Finance and Operations Associate. This position facilitates cross-program coordination by co-chairing the Operations, Communications, and Development team with the Development Manager and providing leadership to other committees addressing safety, diversity, fundraising, and cross-program facilities and volunteer needs.

This position also oversees a significant list of vendors key to supporting smooth facilities function for infrastructure and IT and serves as a leader on our emergency response planning and implementation in a rural, fire-prone landscape.
Essential Functions:

- Keep 12-month business calendar up to date and develop and implement project plans as needed with staff support.
- Establish and reinforce efficient and adaptable business policies and procedures.
- Facilitate communications and provide timely reports to management peers and Board as needed across programs in support of strategic business priorities and relationships.
- Oversee all financial aspects of the organization, including accounting, bank balances, annual budget development, payroll, financial analyses and reporting.
- Maintain internal controls and ensure compliance with GAAP nonprofit standards, federal, state and local regulatory requirements, with support of a Senior Accounting and HR Specialist.
- Provide oversight on accounts receivables including donor pledges, grants, and contract management (record-keeping and invoicing) with program manager support.
- Facilitate the annual audit and 990 preparations with Pepperwood’s accountant and auditor using QuickBooks, Excel, Salesforce, and IBS payroll software.
- Oversee 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.
- Oversee staff charged with benefits administration (including health plan, dental, acupuncture/chiropractic, disability, worker’s comp, and 403b,) and compliance with record-keeping policies and employee handbook update requirements.
- Oversee office, residence, and administrative facilities maintenance, including purchasing, equipment leases, IT system, and janitorial services, and special projects as needed.
- Provide leadership and process facilitation to staff and Board committees and meetings and maintain the Board policy book with staff support.
- Advance a warm and welcoming environment within the organization and in relationships with volunteers, members, donors and partners.

Ancillary Functions:

- Work closely with Development Manager and President/CEO to support fundraising and outreach objectives.
- Occasional oversight of interns or volunteers around key functions via staff support.
- May require working on weekends and evenings on- or off-site for special events.

Essential Requirements:

- Commitment to the environment and passion for Pepperwood’s mission.
- Associate or 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.
• 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.
• Current CA Drivers' License

Non-essential preferences:
• Advanced degree in a related field
• Spanish language speaker

Work Environment:

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. Occasional navigation of 3200-acre research station required via vehicles and on foot.

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.