

## Opportunity: Non-Profit Finance and Operations Manager

November 2021

**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** to help lead our organization into the next phase of our evolution. 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 serve on our Executive Team and provide leadership to help grow our capacity and shape our organization's future. This position will oversee Pepperwood's finance and operations via excellent oversight of our business policies, procedures, and strategies. Responsibilities include management of our organization's budget (approximately \$4M in annual operational revenues and expenses), cash-flow, and bank balances (including \$10M+ in invested reserves). This position supervises our accounting, human resource, operations, and business system specialists and oversees income-generating contracts, facilities projects and maintenance, information technology, business insurance, and all aspects of financial and legal compliance.

The **Finance and Operations Manager** will maintain smooth internal operations, implementing 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, and in close collaboration with our Board of Directors, and oversees engagement of staff and independent contractors supporting 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 will be a key player working with the CEO to build the governance and financial capacity needed to fulfill our potential as the leading conservation science organization in our region.

**Essential Functions:**

- Support leadership and financial capacity building efforts in direct collaboration with the President and Board of Directors.
- Oversee all financial aspects of the organization, including accounting, bank balances, annual budget development, payroll, financial analyses and reporting.
- Establish and reinforce efficient and adaptable business policies and procedures, keeping 12-month business calendar up to date.
- Develop and implement project plans as needed with staff support.
- Facilitate communications and provide timely reports to management peers and Board as needed across programs in support of strategic business priorities and relationships.
- Ensure compliance with GAAP nonprofit standards, federal, state and local regulatory requirements, and facilitate the annual audit and 990 preparations with support of a Senior Accounting and HR Specialist
- 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 and compliance with record-keeping policies and employee handbook update requirements
- Oversee office, residence, and administrative facilities, including purchasing, equipment leases, IT system, and janitorial services, and special projects as needed, with support of the Finance and Operations Associate.
- Provide leadership and process facilitation to staff and Board committees and meetings and maintain the Board policy book with staff support.
- Advance an inclusive, 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.
- Bachelor's or Master's in a related field plus at least five years of experience in nonprofit 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.
- Current CA Drivers' License

**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. Occasional participation in outdoor events and teambuilding.

**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](mailto: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.*