



LEELANAU CONSERVANCY POSITION DESCRIPTION
FINANCE DIRECTOR
PART-TIME EXEMPT EMPLOYEE

The Finance Director has responsibility for financial management, budgets, IT management, cash management and insurance coverages.

RELATIONSHIPS AND AUTHORITY

1. Reports directly to the Executive Director.
2. Works directly with the Board Treasurer, Finance Committee and Investment Committee.

RESPONSIBILITIES

General Management

1. Works with the Executive Director and Board in establishing long and short-term financial and budget goals for the stability and perpetuity of the Conservancy.

Financial

1. Supervise financial operations, accounting and budgeting. Ensure the accuracy of the Conservancy's financial data and software, and that its financial systems and technology are appropriate and adequate.
2. Work with individual staff members on matters of budget and finance. Consult with staff on day-to-day budget decisions and planning, approve expenditures for travel and purchases, and oversee other financial matters.
3. Prepare and oversee the annual Conservancy budget for the approval of the Finance Committee.
4. Extrapolate data and forecast revenues and expenditures.
5. Responsible for Conservancy's adherence to audit standards, IRS non-profit requirements, the Standards and Practices of the Land Trust Alliance, internal controls and the principals of sound, responsible financial management, including donor intent.

6. Review, report on and oversee the activities of the investment accounts of the Conservancy.

Committee and Board of Directors

1. Meet regularly with the Finance Committee to review financial reports and recommend changes to the budget. Prepare special financial reports as needed.
2. Work with an Audit firm during annual audit. Prepare work papers as needed for audit, and, with the Finance Committee, review financial statements. Responsible for audit firm's timely performance of audit, preparation of tax returns, license to solicit, and any other reports as necessary.
3. Meet regularly with the Investment Committee to ensure proper investment of funds.
4. When necessary, work with financial institutions to arrange financing of projects.
5. Responsible for properly insuring Conservancy and Board Members.
6. Responsible for Conservancy's adherence to audit standards, IRS non-profit requirements, the Standards and Practices of the Land Trust Alliance, internal controls and the principals of sound, responsible financial management.

Fundraising and Development

1. Responsible for proper handling of donations.
2. Work closely with the Executive Director, Director of Land Programs and Development Director to ensure completeness of fundraising goals for all projects.
3. Work with the Executive Director and Development Director to set goals and ensure adequate financial resources for endowments and other funds.
4. Track grants budgets and financial/general ledger reporting for grants, ensure grant compliance.

Personnel

1. Oversee payroll administration and reporting.

Special Projects Include

1. Reviewing closing details and internal documents for land acquisitions
2. Vendor contract and related invoices review
3. Annual review of insurance coverage

REQUIREMENTS

- Bachelors of Accounting or Masters of Accounting
- Excellent communication skills
- Detail Oriented

- Collaborative working style and ability to work in a collaborative environment
- Awareness and engagement in conservation issues relevant to the organizational mission

PREFERENCES

- CFO or Finance Director experience
- CPA
- Nonprofit experience
- Board Member experience

WORK LOCATION AND HOURS

The Finance Director will work on-site at the office in Leland, MI, with the option of a flexible hybrid schedule. Work will be 4 days per week, as a part time position.

COMPENSATION

The salary range for this position is \$70,000 to \$75,000. Benefits include medical, dental, vision, HSA, 403b, vacation and sick leave. The compensation package is negotiable based on the candidate's qualifications and experience.

APPLICATION

To be considered for this opportunity, please send your cover letter and resume to ssadowski@leelanauconservancy.org. References will be requested for final candidates. For full consideration, apply by January 31, 2025.

The Leelanau Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

ABOUT THE LEELANAU CONSERVANCY: We are one of the nation's top land trusts. Our mission is to conserve the land, water and scenic character of Leelanau County, Michigan. In our 36-year history, we have conserved more than 18,000 acres, including 28 natural areas and preserves, over 200 permanent conservation easements and 537 miles of streams and shoreline.