Director of Operations & Finance (DOF)

Location:	Friday Harbor, WA
Salary:	Commensurate with experience
Benefits:	Benefits include health insurance, 3% match for IRA contributions, generous vacation, 12 days/yr. medical/family leave, and 10 holidays/yr.
Hours:	Full-time: Exempt employee
Reports To:	Executive Director
Supervises:	Administrative, accounting/finance, and IT staff and/or contractors
Closing Date:	April 30, 2020

Summary

Reporting to the Executive Director, the Director of Operations and Finance (DOF) is responsible for overseeing the business operations of the San Juan Preservation Trust (SJPT). The DOF is a key member of the organization's leadership team. The DOF oversees SJPT's financial processes and reporting, adherence to the Land Trust Alliance Standards and Practices, internal policies and controls, and compliance with donation and grant requirements and restrictions. The DOF supervises administrative/accounting staff, manages operations-related contracts and consultants and, with the Executive Director, leads SJPT's human resources functions. The DOF manages the Preservation Trust's ongoing accreditation by the Land Trust Accreditation Commission, including the reaccreditation process (required every five years). The DOF oversees information systems and technology and related internal controls, and is responsible for SJPT's board-related administrative matters.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit land trust dedicated to helping people and communities conserve land in the San Juan Islands of Washington State.

The Preservation Trust was awarded national accredited status by the Land Trust Accreditation Commission in 2012, joining a prestigious group of only 157 other land trusts (out of some 1,700 nationally) that had achieved this distinction since the accreditation program was launched in 2008. Our accreditation status was renewed in 2017.

The Preservation Trust has completed 300+ land transactions, permanently protecting more than 48 miles of shoreline, 28 miles of trails, and 19,000 acres on 20 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests. According to the most recent National Land Trust Census, SJPT ranks in the top 30 land trusts in the United States (out of an estimated 1,700) in total number of permanently protected properties.

The Preservation Trust is governed by a volunteer Board of Trustees and currently employs 10 full-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferry System. The Preservation Trust is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary contributions of some 3,000 private individuals, families, and foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

Responsibilities

- Oversee accounting and finance activities including payroll services, accounts payable, accounts receivable, fixed assets, cash management, and the accounting information system.
- Oversee the organization's system of policies, internal controls, accounting standards, operational functions, and procedures. Work with Executive Director and program directors to develop the Preservation Trust's annual budget, oversee preparation of financial statements, and conduct regular financial analysis. Work closely with the Executive Director and program staff to ensure compliance with Land Trust Alliance Standards and Practices.
- Manage all elements of SJPT's human resources function, including preparing and revising job descriptions, recruitment and hiring, employee onboarding and training.
- Oversee staff compensation and benefits, performance evaluations, implementing and updating the employee handbook, and ensuring compliance with HR policies.
- Oversee SJPT's information systems, databases, and technology support, including the development of IT-related policies and procedures.
- Lead SJPT's reaccreditation process and maintain its accreditation status.
- Serve as primary liaison to the Board of Trustees and oversee functions related to board administration, including assembly and distribution of the bimonthly board packet, maintenance of the Trustee Handbook, distribution of updates and trustee term tracking.

- Work with Board committees, Executive Director, and program staff to plan and deliver board orientation and training. Coordinate board, committee, and staff meetings and retreats.
- Serve as staff liaison for the Finance and the Nominating and Governance board committees.
- Oversee the SJPT's risk management, including risk assessment, operating policy and procedure review, and placement of insurance or other mechanisms to mitigate risk.
- Operate as primary or secondary contact person (as appropriate) for agents, contractors and vendors (including insurance carriers, financial institutions, office supplies, etc.).
- Manage relocation of office space(s), as needed; ensure that staff who work from remote locations, including telecommuting, have appropriate infrastructure to support their work.

Required Qualifications

Personal qualities and professional capabilities must include the following:

- Bachelor's degree in finance, accounting, or business administration; graduate degree in relevant field (e.g. MBA, finance, etc.) preferred.
- Minimum 7 years of successful related work experience, preferably in the nonprofit sector.
- Excellent organizational and quantitative skills, with proficiency in managerial and financial accounting; detail-oriented.
- Demonstrated leadership skills, with the ability to inspire trust and confidence among staff, Trustees, donors, and volunteers.
- Desire and proven ability to develop staff so they can grow into environmental leadership roles and provide leadership continuity.
- Excellent written and verbal communication skills, including public speaking. Articulate and comfortable making presentations to a variety of internal and external audiences, including the Board of Trustees and donors.
- Advanced computer skills and understanding of office IT systems and software, including MS Office and MS Exchange Server; accounting applications (especially QuickBooks); secure file-sharing, file-storage and internal communication platforms; human resource outsourcing systems; and donor database systems such as NeonCRM.
- Demonstrated experience at teambuilding, and motivating individuals and groups at all levels within an organization.
- Demonstrated mediation skills and ability to solve problems.
- Self-starter and proactive with strong multitasking capabilities and proven ability to drive projects to completion.
- Ability to maintain confidentiality and work independently with confidential information.
- Strong management and people skills regarding HR matters; meaningful experience in the human resources arena, including policy and procedure development and relevant

interpersonal skills (such as coaching, mentoring, providing constructive feedback, and complaint resolution).

- A hands-on team player who has demonstrated experience as a member of a management team.
- Proven technical skills, analytical ability, good judgment, and strong operational focus.
- Passion for natural resource conservation and a commitment to developing strong working relationships with stakeholders.
- Ability to work collaboratively and effectively with a range of individuals reflecting a spectrum of political perspectives.
- Ability to adapt to, and identify with, the people, communities, and culture of the San Juan Islands.
- Willingness and ability to work irregular hours, including some nights and weekends.

Additional Qualifications: Candidate must be able to thrive within a small nonprofit office environment, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

Location and Travel

The DOF must be able to reside on one of the four islands served by the Washington State Ferry system (San Juan, Orcas, Lopez, or Shaw). The assigned work location for the DOF is the Preservation Trust's main office, currently located in Friday Harbor on San Juan Island. Some travel among the islands will be required, along with occasional travel to the mainland.

How to Apply:

Please send resume and cover letter no later than April 3, 2020, to:

Via email: laurien@sjpt.org

Via USPS: San Juan Preservation Trust
Laurie Naylor
PO Box 759
Friday Harbor, WA 98250