



Title: Sr. Manager of Finance and Operations
Hours: Full-time, salaried
Reports to: Executive Director
Location: Remote, must be in the United States
Application Deadline: November 6th
Position Start Date: January 19th

Position Summary

The Sr. Manager of Finance and Operations provides strategic financial leadership and oversees the organization's core operational infrastructure, playing a critical role in the current and future direction of The Conservation Alliance. This is a key leadership position for an individual who combines strong financial expertise with excellent organizational, analytical, strategic thinking, and problem-solving skills.

The Sr. Manager of Finance and Operations is responsible for the organization's financial management, budgeting, reporting, compliance, risk management, and operational systems. The Director reports directly to the Executive Director and works collaboratively with staff and external partners to ensure that the organization operates effectively, responsibly, and in alignment with its mission. We are looking for a candidate who is passionate about the work and brings a strong attention to details and organization while displaying a collaborative and service-oriented approach to their work.

Responsibilities

Financial Management & Strategy - 50%

- Lead the organization's annual budgeting, forecasting, and financial planning processes.
- Develop and maintain timely, accurate financial reports for the Executive Director, Board of Directors, and Finance Committee.
- Monitor financial performance, cash flow, revenue, expenses, and reserves and proactively identify risks and opportunities.
- Provide financial analysis and recommendations to support strategic and operational decision-making.
- Oversee day-to-day accounting functions, including accounts payable, accounts receivable, reconciliations, general ledger, and monthly and year-end close processes.
- Manage processes including acquiring bank account information, making payments, recording, and communicating payment status.
- Maintain strong financial controls and ensure appropriate segregation of duties and financial procedures.
- Manage banking and other financial institution relationships and cash management.
- Oversee relationships with external accountants, auditors, tax professionals, and other financial service providers.
- Coordinate the annual financial audit and required tax and regulatory filings.
- Ensure accurate tracking and reporting of restricted and unrestricted funds.

- Partner with development and program staff on grant budgets, financial reporting, and compliance.
- Manage invoicing responsibilities including the annual membership dues process and other adhoc invoicing tasks throughout the year.
- Monitor organizational investments, reserves, and other financial assets in accordance with Board-approved policies.
- Support long-term financial sustainability and scenario planning.
- Coordinate with external HR provider on payroll, benefits, insurance, and other areas where finance and operations intersect.

Operations & Administration - 30%

- Oversee the organization's core business and administrative operations, ensuring effective systems, processes, and controls.
- Develop, document, and maintain operational policies and procedures.
- Manage relationships with key vendors and external service providers, including banking, insurance, technology, facilities, and professional services.
- Oversee organizational insurance policies and coordinate renewals and claims as appropriate.
- Support organizational risk management and business continuity planning.
- Oversee administrative systems for contracts, records, licenses, and other organizational documentation.
- Identify opportunities to improve efficiency, strengthen internal systems, and reduce administrative burden.
- Coordinate operational needs associated with technology, equipment, and other organizational infrastructure, as applicable.
- Lead the management and continuous improvement of the organization's technology systems.

Compliance & Risk Management - 10%

- Ensure compliance with applicable nonprofit financial, tax, regulatory, and reporting requirements.
- Maintain and periodically review financial and operational policies.
- Coordinate required federal, state, and local filings in partnership with external advisors.
- Monitor organizational risk and recommend appropriate controls and mitigation strategies.
- Ensure appropriate documentation and internal controls are in place for financial transactions and organizational commitments.
- Support compliance with grant and funding requirements related to financial management.
- Review grantee forms for financial and legal due diligence.

Board & Leadership Support (10%)

- Serve as a strategic financial advisor to the Executive Director.
- Prepare clear, concise financial materials and presentations for the Board and Finance Committee.
- Help organize and execute BOD quarterly Board meetings.
- Participate in strategic planning and organizational decision-making.
- Translate complex financial information into practical insights for non-financial audiences.

Qualifications

Required

- Bachelor's degree in accounting, finance, business administration, nonprofit management, or a related field, or equivalent professional experience.
- 5+ years of progressively responsible experience in finance, accounting, operations, or related functions.
- Strong knowledge of nonprofit accounting and financial management.
- Demonstrated experience with budgeting, forecasting, financial reporting, cash management, and internal controls.
- Experience managing audits, tax filings, compliance requirements, and external financial professionals.
- Strong analytical and problem-solving abilities.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and deadlines independently.
- Strong written and verbal communication skills.
- Ability to explain financial information clearly to Board members, executives, and staff who may not have financial expertise.
- High degree of integrity, discretion, sound judgment, and accountability.
- Demonstrated ability to work collaboratively without relying on formal authority or direct reports.

Preferred

- CPA, MBA, or other relevant advanced credential.
- Experience in a small or midsize environmental, conservation, advocacy, or other mission-driven nonprofit.
- Experience with fund accounting and restricted grant management.
- Experience supporting a nonprofit Board and Finance Committee.
- Familiarity with nonprofit tax and regulatory requirements.
- Experience managing outsourced accounting, payroll, technology, insurance, or other operational vendors.
- Experience implementing or improving financial and operational systems.

How to Apply:

- Please send a cover letter and resume to jobs@conservationalliance.com with "Sr. Manager of Finance and Operations" in the subject line. You will receive confirmation of your application within five business days. No phone calls, please.

WHAT TO EXPECT

When you join our team:

- You can expect to work with a small team of passionate people that are creative, scrappy, and committed to having an impact and getting their work done.
- You will have great benefits and work-life balance.

Compensation:

- The Sr. Manager of Finance and Operations will be compensated with a competitive base salary (\$90,000-\$100,000) depending on experience and skill set), and have access to a strong benefits package, including:
- A 401k plan with a 5% employer match
- Employer sponsored health insurance plan (medical, dental, vision) where employer covers 90% of premiums
- \$75/month cell phone/internet reimbursement
- Generous PTO and org holiday schedule
- Access to outdoor industry pro deals

Eligibility:

The Conservation Alliance is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status or current employment status. We value diverse experiences and educational backgrounds.

Many different research studies have concluded that women and people of color are less likely to apply for jobs unless they believe they check off every qualification described in a job description. At Conservation Alliance, we believe that the best candidate for the job may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Our Commitment to Justice, Equity, Diversity and Inclusion

In order to achieve our vision, we must actively work to create systems of inclusion within ourselves as individuals, within our organizational culture, processes, and programs, and through our role in a greater conservation and environmental movement. This work takes time and consistent, life-long commitment. As a coalition of business leaders and conservationists, we feel an acute urgency to demonstrate our sincerity through our actions. Yet, we understand that meaningful and lasting change begins with gaining clarity and alignment on our intended outcomes and how to get there. We strive for a blend of humility, patience, and determination as we work to transform ourselves, shift our culture, build upon our 37-year organizational history, and connect with networks and communities who have not been part of our alliance in the past. We know that our vision and path forward will evolve, and we commit to being transparent in both our mistakes and successes. We welcome the guidance and feedback of our members, grantees, supporters, and those we have yet to meet. We'll have made meaningful progress when we share ownership of our mission with our partners and communities, broaden access to decision-making power over funding and project priorities, and when we expand and diversify access to our financial resources and political clout. This will require an ongoing practice of evaluating and letting go of existing beliefs, processes, and control, and reimagining what conservation and being a conservationist truly mean.

About The Conservation Alliance:

The Conservation Alliance is the leading business coalition for conservation. Uniting companies across industries, perspectives, and geographies, they harness the collective power of their members to protect lands and waters for future generations. Their dual top-down and bottom-up approach pairs corporate advocacy with funding for grassroots action on the ground. Investing in The Conservation Alliance is not only an investment in protecting the resources businesses depend on—it's a way to strengthen the outdoor economy, ensure recreational access, and provide long-term business resilience. Since its founding in 1989, TCA and its members have helped protect over 125 million acres of land and nearly 5,000 river miles by advocating for common-sense policies and granting \$34.5 million to local groups to improve and protect

critical landscapes across the country. With natural places facing a barrage of threats, they welcome all brands that value North American landscapes to join them in leveraging the power of business to drive conservation.