



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

707.569.1448  
[www.SonomaRCD.org](http://www.SonomaRCD.org)

## Director of Finance and Administration Job Opportunity

Employer: Sonoma Resource Conservation District  
Work Location: Santa Rosa, Sonoma County, California  
Position: Full Time, 32 hours per week  
Start Date: June 2017

### About the Organization

The Sonoma RCD is a non-regulatory, local special district empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The Sonoma RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD has a 3 million dollar budget which is 98% grant and fee for service funded with 2% coming from local property tax and an educational program endowment. The RCD has a team of fourteen, with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through a variety of programs and services described at: [www.sonomarc.org](http://www.sonomarc.org).

### Position

The Director of Finance and Administration will be a strategic thought-partner, and report to the executive director (ED). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the RCD continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

### Responsibilities

#### Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the executive committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.

- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

### **Human Resources, Technology and Administration**

- Further develop the RCD's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

### **Qualifications**

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with - programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software

This position is a 32 hours per week, at-will position. Compensation commensurate with experience. Position includes 100% employer-paid health plan, retirement plan, annual discretionary leave, and ten (10) paid holidays.

To apply: send cover letter, resume, and references to Kara Heckert, Executive Director, [kheckert@sonomarc.org](mailto:kheckert@sonomarc.org), by May 9<sup>th</sup>, 2017. No telephone calls please.