



# CATALINA ISLAND CONSERVANCY

## JOB DESCRIPTION

**POSITION:** Chief Financial Officer

**DEPARTMENT:** Administration

**STATUS:** Full time, Exempt

**UPDATED:** November 2020

**REPORTS TO:** President & CEO

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### **ORGINZATION SUMMARY:**

The Catalina Island Conservancy was founded in 1972, when members of the Wrigley and Offield families assigned 88% of Catalina Island to the Conservancy. The mission of the Conservancy is to be a responsible steward of its lands through a balance of conservation, education, and recreation. Over forty nine years later, through its ongoing efforts, the Conservancy protects the magnificent natural and cultural heritage of Santa Catalina Island, stewarding approximately 42,000 acres of land, 50 miles of rugged shoreline, an airport, a nature centers, a botanic garden, the Trailhead Visitor's Center and more than 200 miles of roads and trails. Twenty miles from the mainland, the Island is a treasure trove of historical and archeological sites, and numerous rare and endangered animals and plants.

The Conservancy works actively to keep Catalina wild by engaging in conservation and restoration efforts that have roots in sound science. The Conservancy provides lifelong learning opportunities to help children and adults discover and understand their connections to nature. It supports recreational experiences all over the Island that are a model for balancing human uses with nature's needs.

As one of the largest land trusts in California, the Conservancy models best practices in land management, conservation, and is fast becoming a model of sustainable ecological tourism. By inspiring visitors to become responsible stewards of the living Earth, the Conservancy helps to ensure that today's children and future generations will be able to enjoy Catalina Island's abundance of natural beauty.

For more information about Catalina Island Conservancy, please visit the website:

[www.catalinaconservancy.org](http://www.catalinaconservancy.org)

### **LOCATION:**

The position is located in the Conservancy offices in Long Beach, California. Regular travel to Catalina Island will be required, with occasional overnight stays.

### **REPORTING RELATIONSHIP:**

This executive will report directly to the President and Chief Executive Officer (CEO). They will serve as a member of the Executive Management Team and will work as a peer to the Chief

Operating Officer, the Chief Development Officer, the Director of Conservation, the Director of Education, the Director of Human Resources and the Senior Executive Coordinator. In turn, this executive will manage a department of four (4) to include a Controller/Assistant Treasurer, Senior Accountant/Payroll, Accounts Payable Assistant, Accounts Receivable Assistant, as well as an Information Technology Contractor.

#### **SUMMARY OF RESPONSIBILITIES:**

The Catalina Island Conservancy (Conservancy) seeks a results-oriented Chief Financial Officer (CFO) to help grow its base of support through mission-related revenue generating activities and partnerships, and ensure the highest standards of fiscal management are met throughout its finance and accounting operations. The CFO will work with the President/CEO, Board of Directors, and Executive Management Team to grow and stabilize the revenue stream to the Conservancy in order to ensure its financial sustainability, and to exercise the fiduciary responsibility of the leadership team. They will be directly involved in the upcoming capital campaign of the Conservancy, working with the President/CEO, Board of Directors, and Chief Development Officer on financial case development, presentations to foundation boards and high net worth donors, and development of potential business partners. The CFO will be responsible for planning, directing, monitoring, and coordinating the financial, accounting, budget, audit and information technology activities of the Conservancy in accordance with sound business practices, generally accepted accounting principles, federal/state/county regulations, and Conservancy policies and guidelines. They will ensure that the Conservancy's resources and assets are maximized, as well as ensure effective and timely communication and IT resiliency throughout the organization. The Conservancy has a staff of 85, an annual operating budget of approximately \$12 million, and an endowment of over \$50 million.

#### **ESSENTIAL DUTIES:**

- Develop Conservancy revenue generating strategies, activities, and partnerships by conducting research, analysis, and providing recommendations. Provide strategic direction and objectives in line with the Conservancy's mission, working closely with the President/CEO, Board of Directors, and Executive Management Team.
- Screen potential business/partnership deals by analyzing transaction requirements, potential, and financials, as well as evaluating options, resolving internal priorities, and evaluating legal implications.
- Develop negotiating strategies and positions by studying integration of new ventures with existing Conservancy strategies and operations, examining risks and potentials, and estimating partners' needs and goals.
- Support the accounting staff, develop financial reporting and analyze cashflow. Support the stable growth of the endowments and bank accounts.
- Direct oversight and management of the Conservancy's fiscal operations (inclusive of budget planning/monitoring/analysis/reporting/forecast/ investment planning) to advance the mission of the Conservancy and ensure ongoing operational health.
- Develop and oversee effective administrative support, processes, and services (in the areas of Business Development, Financial Planning and Analysis, Accounting, Reporting, Investment Management, and Information Systems) to maximize productivity and inter-staff effectiveness. Direct and coordinate the work of staff and contractors involved in various finance and business development functions.

- Oversee the payroll process.
- Work with the President/CEO and other organization leaders to ensure that the organization runs in a cost-effective manner.
- Development and oversight of financial policy to balance fiduciary and productivity needs.
- Work with IT systems to ensure IT resiliency and that the needs of the users are supported. Specifically, ensure that systems provide all information required to comply with contractual and donor/grant obligations; facilitate effective management planning and decision-making.
- Develop and maintain management reports to communicate the status of the organization's financial position. This includes cash flow, receivables, projected surplus/deficit, fund-raising efforts, strategic initiatives, and all other reports deemed necessary to manage the organization from a financial perspective. The reports should be considered management tools and the CFO will provide leadership in their use and application.
- Serve as a liaison with external auditors – ensure compliance, internal control, and the development of timely and accurate financial reports. Coordinate follow-up on recommendations of external auditors as appropriate.
- Staff/attend Board of Directors meetings and committees (e.g. Finance, Investment, Audit, and Business and Facilities Development, Governance and Legal) as assigned and provide information, data, and reports in preparation for the same.
- Attend all Executive Management Team meetings and support the Conservancy's mission, vision, and all existing policies; participate in the development of short-and long-term goals for the organization. Keep the CEO informed and involved in all financial and legal issues.
- Maintain confidentiality in matters of Conservancy operations, personnel, clients, Board of Directors, and other matters handled by the CFO and Executive Management Team.
- Complete special projects and assignments as directed by the President/CEO.
- Keep President/CEO informed of all necessary and sensitive issues, and advise the CEO on how to respond to sensitive issues, both internal and external, within the Conservancy's operations. Review business operations and associated staffing costs to make competent business decisions.

#### **REQUIRED QUALIFICATIONS:**

The successful candidate will have at least five years of experience in relevant strategic positions of increasing responsibility, having led business development, finance, accounting, and reporting functions. The Conservancy encourages consideration by corporate executives who are passionate about the organization's mission.

- Ability to act as a strategic partner and advisor to the President/CEO and Board of Directors, working in concert with an already strong and dedicated Executive Management Team to develop both short- and long-term goals and revenue generating initiatives for the organization.
- Aptitude to analyze and research market opportunities and strategies in the context of the Conservancy's mission and audiences.

- Professional expertise in the areas of business development, finance, accounting and controls, bank relations/bank debt negotiations, financial reporting, and other related functions.
- A compassionate leader who is visible and accessible, possessing superb management skills. This person will function as a catalyst, coach, and doer, using strong people skills to guide and train staff at all levels of the organization.
- A successful team player capable of developing and sustaining close, effective, and collaborative working relationships with other senior staff on matters of interdisciplinary and organizational concern.
- Exhibits the temperament and charisma required to guide the work of others and embrace a ‘boots on the ground’ management approach.
- Encompasses an entrepreneurial spirit and self-confident style, balanced with humility, leaving ego at the door.
- Highly energetic, forward thinking, and hands-on with a strong work ethic, as well as an enthusiastic and passionate approach to his/her work.
- Aware of, appreciative, and passionate toward the conservation, education, and recreation central to the Conservancy’s mission.
- Strong interpersonal, written, and verbal communications skills to articulate and explain complex financial issues to senior staff, volunteer leaders, donors, foundations, business partners, and other stakeholders in a clear, non-technical manner.
- An adaptable executive, with the ability to control and move forward on several projects simultaneously without losing focus. This includes switching priorities as required without losing momentum.
- Outstanding and proven leadership ability combined with a depth of intellect and an appreciation of human dynamics. A pragmatic facilitator who clears paths to solutions and establishes the highest standards of excellence while balancing the day-to-day needs of the organization. Utmost integrity and highest standards of professional conduct. Ability to exercise tact in dealing with sensitive, nuanced, and confidential issues and situations.

#### **EDUCATION / EXPERIENCE:**

- The successful candidate will hold a bachelor’s degree, and a graduate degree (MBA) is preferred.
- Five years as a Chief Financial Officer, or relevant experience.
- Managerial and supervisory experience.

#### **WORK ENVIRONMENT/ PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The primary location can be the Conservancy’s Long Beach office at 320 Golden Shore, Suite 220; or the Avalon office at 125 Clarissa Ave. in Avalon, CA. The office environment has moderate noise levels and is a non-smoking environment.

- Travel to/from Catalina Island via boat is required on a regular basis.

TO APPLY:

Please submit cover letter and resume to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org)