

JOB DESCRIPTION

POSITION: Director of Business Administration
REPORTS TO: Chief of Finance and Administration
CLASSIFICATION: Exempt | Full-time
LOCATION: Long Beach | Hybrid
UPDATED: 4/18/2025

POSITION SUMMARY

The Director of Business Administration supports the Chief of Finance and Administration in ensuring organizational compliance with laws and regulations related to the stewardship of Catalina Island's natural resources. This leadership role is responsible for overseeing the organization's legal affairs, contracts, agreements, insurance, and general administrative operations. The Director of Business Administration manages a team of professionals with expertise in risk management, project management, and property management, working collaboratively to safeguard the organization's interests and ensure operational excellence.

LOCATION

Hybrid role based in our Long Beach office.

KEY RESPONSIBILITIES

Ensure Policy and Organizational Compliance:

- Support the Chief of Finance and Administration in ensuring the organization adheres to relevant laws, regulations, and policies related to land stewardship and nonprofit operations.
- Develop internal policies and training programs to ensure compliance.

Oversee Legal Affairs for Conservancy:

- Manage the organization's legal matters, including contract review and negotiation, risk mitigation strategies, and engagement with outside counsel on a regular basis.
- Monitors changing laws and regulations impacting the organization.

Manage Contracts and Agreements:

- Lead the development, execution, and tracking of contracts, MOUs, leases, and partnership agreements to protect the organization's interests.

Lead Risk Management Program:

- Oversee insurance coverage and risk management strategies to ensure adequate protection for the organization's assets and operations.
- Conduct due diligence and risk assessments.

Lead Professional Team and Departmental Staff:

- Recruit, train, mentor, lead and support a multidisciplinary team focused on risk, compliance, and project management.

Support Risk and Compliance Initiatives:

- Contribute to organizational planning and special projects as directed by the Chief of Finance and Administration.
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QUALIFICATIONS**Skills & Abilities**

- Strong understanding of law as it relates to land management, risk management, and regulatory compliance.
- Strong understanding of property management, insurance policies, and general liability frameworks.
- Strategic thinker with a detail-oriented approach to execution.
- Skilled in negotiations, conflict resolution, and problem-solving.
- Excellent organizational, communication, and interpersonal skills.
- Proven ability to lead and develop a high-performing team.
- Demonstrated experience managing complex projects and navigating organizational change.
- Ability to collaborate effectively across departments and with executive leadership.

Education & Experience

- Bachelor's degree required; advanced degree (e.g., MBA, JD, MPA) strongly preferred.
 - Minimum of 7–10 years of progressive leadership experience in business administration, legal affairs, risk management, or a related field.
 - Experience overseeing contracts, insurance programs, compliance, and administrative operations.
 - Experience managing cross-functional teams and working in or with nonprofit, environmental, or government organizations preferred.
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COMPENSATION & BENEFITS**ESTIMATED STARTING SALARY RANGE:**

\$130,000 - \$150,000 annually, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.

