



JOB TITLE

Director of Financial Planning and Analysis (FP&A)

POSITION SUMMARY

The Director of Financial Planning and Analysis (FP&A) reports to the Chief Financial Officer (CFO) and leads the Conservancy's budgeting, forecasting, long-term financial planning, financial analysis, and management reporting functions. The Director provides actionable financial insights and recommendations to senior leadership and the Board of Directors to support strategic and operational decision-making. The Director partners closely with department leaders, the Controller, and the Development team to monitor financial performance, manage financial planning for grants and restricted funding, and strengthen financial processes, systems, and reporting capabilities across the organization.

LOCATION

Hybrid role based in our Long Beach, CA office, with occasional travel to Catalina Island as needed.

KEY RESPONSIBILITIES

- Lead the annual budgeting process, mid-year revisions, long-term financial planning, and forecasting, including development of processes, templates, timelines, and guidance for department leaders.
- Partner with department leaders to monitor financial performance, review actual results against budget and forecast, analyze significant variances, and identify risks and opportunities.
- Develop financial models, forecasts, scenario analyses, and other decision-support tools to evaluate short- and long-term financial strategies and organizational initiatives.
- Prepare clear, timely financial analyses, dashboards, reports, and presentations for the CFO, Executive Team, and Board of Directors.
- Partner with the CFO and leadership team to develop long-term financial plans and recommend strategies to optimize revenue, manage expenses, and support the Conservancy's financial sustainability.
- Develop and maintain financial processes and procedures for grant and restricted fund management. In partnership with Development, support financial proposals for federal, state, and institutional funding; forecast funding utilization; and prepare financial reporting to meet funder requirements.



- Collaborate with the Controller and Finance team to ensure the financial structure and reporting requirements are appropriately reflected in the organization's financial systems.
- Identify and implement improvements to financial processes, reporting, technology, and analytical tools to increase efficiency, accuracy, and accessibility of financial information.
- Lead, develop, and manage assigned staff, including hiring, training, coaching, performance management, and professional development.
- Manage outside consultants, third-party administrators, and vendors, as needed.

QUALIFICATIONS

Skills & Abilities

- Strong financial planning, analytical, modeling, and problem-solving skills with demonstrated ability to translate complex financial information into actionable insights.
- Demonstrated success delivering accurate, timely, and decision-useful financial reports and analyses.
- Excellent written and verbal communication skills, including the ability to communicate complex, sensitive, and time-critical financial information to a variety of stakeholders.
- Strong leadership and collaboration skills, with demonstrated success building, managing, coaching, and developing teams.
- Advanced technical skills with financial and accounting systems, cloud-based applications, data management, and technology implementation.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and deadlines in a collaborative environment.

Education & Experience

- Bachelor's degree in accounting, finance, business administration, or a related field.
- 7+ years of progressive experience in FP&A, financial analysis, budgeting, forecasting, or related financial management roles.
- Demonstrated experience leading annual budgeting, forecasting, variance analysis, long-term financial planning, and management reporting.
- Experience with grant and donor-restricted fund budgeting, tracking, and financial reporting, preferably within a nonprofit organization.
- Experience managing and developing finance professionals.



- Working knowledge of accounting principles and financial reporting, including grant and restricted fund accounting.
- Experience with financial systems, reporting tools, and process improvement; experience with Sage Intacct Planning is a plus.

COMPENSATION & BENEFITS

Estimated Starting Salary Range:

\$160,000 - \$180,000, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match — fully vested after two years — as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

HOW TO APPLY

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

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.

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.