

**Heartland Conservation Alliance**  
**Finance and Administration Manager (full-time)**

Effective: August 2023

Posted for applications: August 17, 2023

*\*\*Heartland Conservation Alliance (HCA) is committed to building a diverse staff and strongly encourages applications from candidates of color and other underrepresented groups.\*\**

The Finance and Administration Manager works as part of a team to advance our mission, core values, and strategic initiatives (described on the HCA website). Our mission is working collaboratively in the Kansas City Metro to protect our region's natural resources for the benefit of all community members. The Finance and Administration Manager works with the Executive Director, Board of Directors, volunteers, Alliance members, and other staff to develop, plan, implement, evaluate, and improve conservation projects.

The Finance and Administration Manager will support the HCA team in their day-to-day program management and administrative duties. The Finance and Administration Manager will be responsible for developing organizational budgets; assisting with the managing and tracking of grants; reviewing and tracking invoices; reviewing purchase orders; submitting payment reimbursement requests; addressing information technology needs; managing human resources (HR), information technology, procurement, and other administrative matters; and developing organizational policies and procedures. This position also works directly with the contracted Accounting/Bookkeeper position.

The Finance and Administration Manager will support the Executive Director in developing budgets and operating plans for programs and writing program funding proposals. The Manager will also coordinate the application by HCA for accreditation by the Land Trust Alliance, which comprises many organizational "best practices". (See [Land Trust Accreditation - Land Trust Alliance](#) )

To be successful in this role, you will need to have prior experience in both operational and financial management. Demonstration of strong work experience or bachelor's degree is required.

**Compensation:** Salary starting at \$50,000, based upon experience, with a competitive benefits package for full-time employees, including paid holidays, 15 days per year of paid time off, 12 weeks of paid parental leave, as well as employer contribution of \$500/month to organization's health, dental, and vision insurance plans.

## **Finance and Administration Manager Responsibilities:**

The Finance and Administration Manager's primary responsibilities include ensuring overall compliance with grant requirements, internal policies, and applicable rules and regulations. This position will manage all aspects of HCA's programming operations and administration, providing effective support in finances, managing subcontract and subgrant agreements, and supporting the Executive Director and Program Managers to effectively achieve programming objectives and goals within the defined budget. Responsibilities specifically include:

- Support implementation of the organization's Strategic Plan, in particular the goals related to Funding and Organizational Health;
- Lead organizational pursuit of accreditation by the Land Trust Alliance;
- Assist with the development and monitoring of HCA's annual budget;
- Provide support of the fiscal operations of the organization in cooperation with the Executive Director, contracted bookkeeper/accountant, Board Treasurer, and the Finance Committee;
- Review and track invoices and purchase orders;
- Prepare and submit payment reimbursement requests;
- Provide support to the Executive Director in fundraising, including writing program funding proposals to guarantee sustainable funding streams and uninterrupted delivery of services;
- Manage and track grants to ensure compliance with grant requirements;
- Negotiate, prepare, and manage sub-contracts and sub-grants;
- Ensure Salesforce and Google Drive are regularly updated with grant applications, program documents, and contracts in collaboration with Program Managers;
- Provide programming oversight including grant management, expenses tracking, program budget management;
- Develop and implement systems, policies, and procedures to ensure compliance with funding requirements and organizational needs;
- Maintain updated personnel and operations policies and procedures and ensure compliance;
- Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety, etc.;
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development, employee satisfaction surveys, etc.;
- Oversee all HR initiatives, systems and tactics;
- Monitor adherence to internal policies and legal standards;

- Deal with grievances and violations invoking disciplinary action when required;
- Anticipate and resolve litigation risks;
- Report to Executive Director and Board by analyzing data and using HR metrics;
- Oversee compliance with state and federal registration and reporting obligations, including state charity registrations;
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures;
- Oversee organizational insurance policies and ensure organization is adequately covered;
- Train and orient staff on personnel policies and procedures;
- Lead creation and implementation of HCA Justice, Equity, Diversity, and Inclusion policies and procedures to achieve organizational values;
- Track nonfinancial results of HCA activities for use in Annual Reports and status reviews of Strategic Plan progress;
- Manage procurement and all vendor relationships, unless otherwise delegated; and
- Oversee management and maintenance of all office systems and facilities.

*\*Applicants who meet at least 80% of the listed qualifications are strongly encouraged to apply.*

**How to apply:** All interested applicants should submit a letter of interest that clearly addresses the listed qualifications and your preference for work schedule as well as a resume with work and education history plus three professional references. Application materials should be sent via email as a single PDF attachment to Logan Heley, Executive Director, [logan@heartlandconservationalliance.org](mailto:logan@heartlandconservationalliance.org).

*Review of applications will begin one week after the posting date. To ensure full consideration, please submit your application by August 25, 2023. Applications will continue to be accepted after the full consideration date until the position is filled.*

**Heartland Conservation Alliance is an equal opportunity employer that is committed to creating and maintaining a diverse and inclusive company culture. People from historically marginalized communities are encouraged to apply.**