

## Director of Finance and Accounting Pennsylvania and Delaware Chapter

### Who We Are:

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The Nature Conservancy's mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We know we'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you. To quote myriad TNC staff members, "you'll join for our mission, and you'll stay for our people."

The Pennsylvania and Delaware chapter of TNC is leading large-scale conservation programs that protect the lands and waters that are critical to the health and well-being of both people and nature. In Pennsylvania, TNC is also working to reduce stormwater runoff in cities, protect vital migration corridors like the Kittatinny Ridge, and engage farmers and landowners in supporting the adoption of sustainable conservation practices. TNC's work in Delaware focuses on building resilience against climate change—including along the state's vulnerable coastlines—to protect human communities and habitats.

The Nature Conservancy in Pennsylvania and Delaware is poised to make a significant, measurable difference in these areas for both nature and people, grounded in the places identified by our science and ambitious goals that reflect the urgency of climate change and biodiversity loss. For more information, please visit [nature.org/Pennsylvania](http://nature.org/Pennsylvania) and [nature.org/Delaware](http://nature.org/Delaware).

### What We Can Achieve Together:

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The Director of Finance and Accounting for Pennsylvania and Delaware (PADE) will provide overall direction and strategic leadership for fiscal operations functions within PADE with 42 plus staff and an operating budget of ~\$10 million. The Director will be responsible for the active management, implementation, and oversight of PADE Chapter financials. They will review and approve accounts payable/receivable transactions, draft contracts in coordination with project managers, serve as the Chapter's certified contracts specialist and records retention manager, source, and coordinate government grants, provide, and approve land protection project financial structure, and input journal entries.

The Director of Finance and Accounting will work towards meeting the strategic priorities of the program by developing and coordinating financial plans, streamlining conservation outcomes reporting, overseeing recurring accounting reports, and fiscal year-end closing of general ledger and transactions. Responsibilities will include managing central financial administrative functions ensuring internal audit compliance, working with program leads across departments to develop and implement annual forecasts and budgets, and manage administrative tasks related to finance, including processing forms and preparing financial reports and forecasts. They will also be responsible for board and BU Director engagement in the financial management and financial sustainability of the Program, including the presentation of financial information at various team and board meetings.

Working in close coordination with Fundraising team, the Director will advise on budget needs, track progress, and prepare budgets, financial reports for proposals to donors and collaborate to align donor intent to the proper project codes. They will contribute to the development of any new guidelines and report to senior leadership on functional activities. The Director will work in close cooperation with any or all the following: Conservancy staff and grants specialists, donors, trustees, vendors, public agencies, financial institutions, legal and accounting professionals and supervise the PADE Finance Manager position. They will adhere to and advise on the organization's policies and procedures. They will provide advice, recommendations, and broad training related to finance. The Director will maintain expert knowledge of the systems and resources utilized by the team and apply knowledge to managing support and planning communications related to the resources.

The Director will manage documentation, initiate complex processes, and serve as key team member for the enhancement of systems and tools. They will lead diverse activities, analyze situations, evaluate alternatives, project outcomes, and implement solutions to improve effectiveness. This position requires travel frequently and on short notice, working long or flexible hours as needed. The work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

### **We're Looking for You:**

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The Nature Conservancy is seeking an experienced, solutions-oriented, finance and accounting professional to be the Director of Finance and Accounting for the Pennsylvania and Delaware Chapter. This position reports to the Deputy Executive Director and serves as a member of the Chapter leadership team. This position can be based in either Pennsylvania or Delaware within a commutable distance to one of our office locations (Harrisburg, Long Pond, Conshohocken, PA or Wilmington, DE). This position requires working from an office a minimum of 2 days per week.

Are you looking for work you can believe in? At TNC we strive to embody a philosophy of Work that You Can Believe in where you can feel like you are making a difference every day. We're looking for someone with strong experience in leading a diverse, multi-disciplinary team.

The ideal candidate should have exceptional communication and collaboration skills and experience designing, organizing, and directing multiple projects and solving complex problems. This is an exciting opportunity to contribute to the ongoing mission of conservation by directing and shaping the work of our team!

## What You'll Bring:

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- Bachelor's degree and 6 years related experience or equivalent combination, including 2 years managing finance and implementing accounting functions.
- Finance/Accounting experience including working in related systems.
- Experience leading and implementing multiple projects.
- Experience generating and presenting financial reports and analyzing and interpreting data.
- Experience developing and administering departmental budget or equivalent.
- Experience developing contracts and agreements.
- Experience working with teams across an organization.
- Supervisory experience including setting objectives, managing performance, and conflict resolution.

## DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.
- Accounting degree and CPA accreditation.
- Non-profit GAAP accounting experience.
- Ability to work in partnership with others in a collaborative or advisory role.
- Demonstrated ability to communicate financial data and reports to various audiences.
- Experience developing, managing, and implementing goals, plans, and complex processes.
- Expertise in current and evolving technology related to field of experience.
- Expert knowledge of current and evolving trends in relevant disciplines, preferably in a non-profit environment.
- Experience with impact investing and/or government grants.
- Proficiency in interpreting guidelines and manipulating, analyzing, and interpreting data.
- Successful experience managing and implementing strategic program goals.
- Excellent planning and problem-solving skills.

## What We Bring:

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Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on [nature.org/careers](http://nature.org/careers).

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

## Our Competencies:

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<b>BUILDS RELATIONSHIPS</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>COLLABORATION &amp; TEAMWORK</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>COMMUNICATES AUTHENTICALLY</b>	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>DEVELOPS OTHERS</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
<b>DRIVES FOR RESULTS</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>LEVERAGES DIFFERENCE</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>SYSTEMS LEADERSHIP</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

**The Nature Conservancy is an Equal Opportunity Employer.** Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to [applyhelp@tnc.org](mailto:applyhelp@tnc.org) with Request for Accommodation in the subject line