



Job Title: Business Manager

Location: Hybrid, In-office & Remote

About Us: The Chautauqua Watershed Conservancy is dedicated to the preservation and enhancement of the quality, scenic beauty, and ecological health of the Chautauqua Region's lands and waters for our community. Our vision is a resilient and sustainable Chautauqua Region supported by healthy lands, waters, and biodiverse habitats.

Position Overview: We are seeking an experienced and strategic Business Manager to lead the organization's financial operations and ensure fiscal sustainability. As a key member of the team, the Business Manager will oversee financial planning, analysis, budgeting, and reporting, while ensuring compliance with the Land Trust Accreditation Commission's standards and best practices. This position will play a critical role in supporting our conservation mission by providing financial leadership and strategic insights that will inform our organizational growth and long-term vision.

Key Responsibilities:

1. Financial Strategy & Planning

- Develop and execute a comprehensive financial strategy aligned with the organization's mission and goals.
- Lead long-term financial forecasting, financial modeling, and risk assessment to support sustainable growth.
- Collaborate with the Executive Director and Board of Directors on financial planning initiatives and provide insightful financial guidance.

2. Budgeting & Reporting

- Work directly with the Executive Director to complete the annual budgeting process, ensuring alignment with organizational priorities and program needs.
- Prepare and present timely, accurate financial reports and analyses to the Executive Director, Finance Committee, and Board.
- Monitor and report on financial performance, identifying trends, and recommending adjustments as necessary.

3. Compliance & Risk Management

- Ensure compliance with all financial, legal, regulatory, and accreditation standards specific to land trusts.
- Manage the organization's risk management processes, including insurance and liability mitigation.
- Develop and oversee internal controls, policies, and procedures that safeguard organizational assets.

4. Accounting & Financial Operations

- Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll, and grant management.
- Manage the timely and accurate completion of audits and tax filings.
- Ensure appropriate systems and processes are in place for accurate tracking of revenue and expenses, especially restricted funds and endowments.

5. Endowment & Investment Management

- Oversee and manage endowment funds, working closely with the Finance Committee and investment advisors.
- Develop and implement investment strategies aligned with conservation and organizational priorities.
- Provide financial expertise to support endowment growth and sustainability.

6. Team Leadership & Development

- Supervise and mentor finance and accounting staff, fostering a collaborative and results-oriented environment.
- Provide training and support for program staff on budget management, grant requirements, and financial accountability.
- Engage and support the Board's Finance Committee by providing clear financial insights and guidance.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or related field required; MBA, CPA, or equivalent certification preferred.
- Strong knowledge of QuickBooks, nonprofit financial management, and familiarity with Generally Accepted Accounting Principles (GAAP).

- Demonstrated expertise in budgeting, financial planning, analysis, and investment management.
- Experience managing endowments and/or working with donor-restricted funds.
- Familiarity with land trust accreditation standards, grant management, and compliance preferred.
- Excellent leadership, interpersonal, and communication skills, with a demonstrated ability to engage effectively with staff, board members, and external partners.
- High degree of integrity, transparency, and commitment to conservation values.

Benefits:

- Compensation – this will be a Manager level position according to the Compensation Policy position classifications. That means that this is a mid to senior level position, with the expectation that the candidate will execute their work independently, oversee all aspects of the program area, may supervise future staff, contractors, and/or consultants, and will be responsible for staying apprised of their program budget. The compensation range for a manager level position is \$50,000 to \$75,000 annually. This range will be regularly reviewed and revised as needed due to inflation and industry standards.
- Ability to opt into health, dental, and vision insurance plans supplemented by the organization.
- Retirement savings plan.
- Professional development opportunities and ongoing training.
- Generous paid time off and holidays.
- The opportunity to make a meaningful difference in the community and the environment.

The Chautauqua Watershed Conservancy is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from underrepresented backgrounds to apply.

Application Instructions:

Please send a resume, cover letter, and three professional references to whitney@chautauquawatershed.org with "Business Manager" in the subject line. Applications will be reviewed on a rolling basis.