



**BRIDGES SF, LLC – EXECUTIVE SEARCH
POSITION DESCRIPTION**

ORGANIZATION: Resources Legacy Fund

POSITION: Director of Finance

REPORTS TO: Executive Director

Organization Overview

Resources Legacy Fund (RLF) helps philanthropic institutions and individuals ensure the protection and stewardship of resilient and vibrant natural systems that support healthy communities and economic vitality. In pursuit of this vision, RLF's long-term goal is to maximize donors' return on their investments in ways that benefit both people and nature while taking into account the effects of climate change. Specifically, RLF strives to help donors ensure:

- Systematic, science-based conservation and protection of land, freshwater, and marine habitats;
- Responsible growth of cities, use of natural resources, and generation of renewable energy;
- Creation of policies, institutions, management structures, and public funding incentives to advance and sustain conservation outcomes; and
- Support for organizations that are diverse, effective, collaborative, and supplied with the tools, resources, and constituencies to succeed.

Since its founding in 2000, RLF and its supporting organization, Resources Legacy Fund Foundation (RLFF), have represented an innovation in conservation philanthropy as a donor-driven enterprise. RLF/F work closely with its primary contractor and strategic partner, Resources Law Group (RLG), to provide RLF/F's donors with a unique mix of capabilities to deliver outcomes that improve environmental sustainability in Western North America and in oceans and fisheries worldwide. RLF/F and RLG provide cutting-edge strategy and execution that draws on a world-class, mission-driven, environmental consulting and law firm (RLG), and a donor-driven pooled-funding entity that actively manages grantmaking and contracting, and provides program monitoring and evaluation (RLF/F).

RLF/F works in four issue areas—land conservation and habitat protection, oceans and fisheries conservation, sustainable water management, and land use planning, climate, and energy—in line with donor interests, staff and consultant expertise, and the belief that these issues encompass some of the most pressing challenges and opportunities for impact.

With combined net assets of just over \$51 million as of September 30, 2011, RLF/F awards around \$40 million in grants and contracts each year. For more detailed information, visit: www.resourceslegacyfund.org.

Position Summary

The Director of Finance leads all of RLF's internal financial operations including the coordination of the full range of accounting, budgetary and select administrative processes for RLF/F. The Director of Finance ensures that all accounting and budget activities are performed in accordance with Generally Accepted Accounting Principles and in compliance with regulatory requirements. The Director of Finance is a member of the senior management team at RLF and advises the Executive Director in decision-making in regard to financial planning and management for the organization and individual programs. The Director of Finance is a full-time, exempt position, based in Sacramento, and reports to the Executive Director.

Principal Duties and Responsibilities

1. Financial Reporting

- Prepare, administer, monitor and update annual organizational budgets and budget projections.
- Review, approve and analyze all quarterly and annual financial statements and reports.
- Ensure that relevant and accurate financial and accounting data is presented to the Executive Director, Board of Directors, and the Board's Finance Committee and serve as a resource at Finance Committee and Board meetings.
- Oversee annual financial audit by independent accountants. Ensure accurate preparation of year-end final account reconciliations to support the annual audit and assist independent accountants with supporting information and address questions during annual audit as necessary.
- Track, produce and analyze program budgets and expenditures for RLF's programs, prepare monthly or quarterly program budget and expenditure reports to program leads and executive staff, and develop financial reports to donors.

2. Accounting

- Articulate, document and implement financial and accounting policies, practices and procedures and oversee accounting functions to ensure accurate compilation, analysis and reporting of accounting data.
- Review agreements for grants from foundations and other contributions to determine revenue recognition and review related journal entries. Analyze interest earned and allocate to appropriate programs as per grant agreements.
- Review and approve reconciliations of all balance sheet accounts and related journal entries for activity.
- Review and approve invoices and grant disbursements for payment and sign checks or approve wire transfer payments.
- Supervise, manage and provide coaching, guidance and support to the Controller and provide leadership and direction to the Finance Department as a whole.

3. Tax Returns and Reporting to Government Agencies

- Direct preparation of all federal, state and local tax returns by independent accountants and ensure an accurate and timely filing of tax returns. Prepare and submit all information and schedules to independent accountants as requested for IRS Form 990 and CA Form 199.
- Oversee annual IRS 1099 reporting, and prepare and submit the IRS 5500 benefit plan report and other government schedules or reports to state and federal regulatory agencies as required.

4. Investment Management

- Prepare an annual cash flow plan for investment managers.
- Oversee and direct work of investment management firm in accordance with the Board's investment policy.

5. Grants Administration and Operations

- Assess, develop and implement RLF/F's accounting system requirements and ensure maintenance of the accounting systems and financial database to support proper financial reporting and adequate accounting controls.
- Assist Director of Grants Administration in design and maintenance of grants database to ensure grants and contracts data are accurate and support financial reporting to donors and executive and program staff.
- Coordinate with program and administrative staff to track grants and contracts disbursements in grants database and reconcile program expenditures between program budgets, grants database, and accounting system.
- Provide oversight of program staff's review of the financial health of prospective grantees, as part of RLF's due diligence process, and provide an opinion on the fiscal health of each organization, including possible approaches to address issues where indicated.
- With direction by Executive Director, negotiate and purchase employee benefits, and oversee benefits administration by contractors including new employee benefit subscriptions and annual employee benefit renewals.
- Provide information to and assist the Executive Director with risk management and commercial liability coverage.
- Review and approve purchase requests for equipment, office supplies, and vendors for office services.
- Work collaboratively and participate in cross-disciplinary teams with colleagues at RLF and staff at Resources Law Group.
- Perform general duties or other special projects, as assigned by the Executive Director.

Knowledge, Skills and Abilities

- Bachelor's degree in Finance, Accounting or related field required; CPA or MBA preferred.
- At least 10 years of relevant work experience, including five years completing financial statements, budgeting and analyzing financial reports.
- Background in nonprofit accounting.

- Ability to translate, interpret and present financial information for use by decision-makers and program staff.
- Excellent interpersonal skills, with an ability to partner with a dynamic leadership team.
- Supervisory experience of accounting staff.
- Understanding of the non-profit environment and sensitivity to the protocol among donors, grantees and other related parties.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions: demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Ability to exercise tact, diplomacy, judgment and discretion, particularly related to sensitive or confidential information.
- Ability to select, install and maintain financial information systems is preferred.

As a member of the RLF team, the Director of Finance:

- Works well independently and as a team member.
- Conceives of individual actions as part of a greater whole.
- Accepts and integrates methods of environmental conservation in work production.
- Possesses high standard of integrity and a professional, courteous manner of communication.
- Adheres to RLF standards of quality, presentation, protocol and confidentiality.
- Possesses self-awareness: accepts responsibility and recognizes accountability when necessary.
- Takes initiative and sees a project through to completion; seeks new challenges and professional opportunities within a diverse group.
- Demonstrates flexibility in working style and range of work performed.
- Demonstrates strong work ethic, attention to detail, and a consistent commitment to thoroughness, accuracy and quality.
- Thrives professionally in an innovative, constantly expanding work environment.

Resources Legacy Fund is an equal opportunity employer to all regardless of race, color, national origin, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Please send resumes or nominations to:

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