



Title: Finance Director
Reports to: Chief Operating Officer (COO)

The mission of The Trail Conservancy is to protect, enhance, and connect the Butler Trail at Lady Bird Lake for the benefit of all. We are seeking a strategic and highly organized **Finance Director** to manage the full spectrum of financial operations. This is a leadership role responsible for the financial health and sustainability of The Trail Conservancy (TTC). The Finance Director will oversee budgeting, financial reporting, and long-term planning while working closely with the COO and liaising with the Finance Committee to ensure sound fiscal practices and transparency across the organization.

Key Responsibilities:

Financial Strategy and Management:

- Lead and oversee the organization's financial strategy, ensuring alignment with TTC's mission and goals.
- Develop and manage TTC's annual budget, including forecasting, cash flow management, and financial projections.
- Provide ongoing financial analysis, reporting, and recommendations to the COO, Finance Committee, and other key stakeholders to guide strategic decision-making.
- Ensure financial strategies and goals are achieved by managing resources efficiently and identifying opportunities for cost savings and revenue generation.

Financial Operations and Reporting:

- Supervise all financial operations, including accounting, payroll, financial reporting, accounts payable/receivable, and compliance with nonprofit regulations.
- Ensure the timely preparation of accurate financial statements and reports, including monthly, quarterly, and annual financial updates.
- Prepare for annual audits and coordinate the audit process, ensuring compliance with financial reporting requirements.
- Develop and implement financial controls and policies that ensure integrity, transparency, and compliance with nonprofit accounting standards.

Collaboration with the Finance Committee:

- Serve as the key liaison between the organization and the Finance Committee, providing detailed financial reports and presenting financial updates during committee meetings.
- Advise the Finance Committee and other leadership on key financial decisions, such as investments, capital campaigns, and financial risk management.
- Work closely with the Finance Committee to set long-term financial goals, track progress, and make recommendations for optimizing financial sustainability.

Risk Management and Compliance:

- Ensure TTC complies with all local, state, and federal financial regulations, including tax filings and nonprofit status maintenance.
- Identify financial risks and collaborate with the leadership team to implement effective risk management strategies.
- Provide input on the financial aspects of contracts, grants, fundraising efforts, and earned income opportunities.



Fundraising and Revenue Management:

- Partner with the leadership team to develop and manage fundraising budgets, ensuring proper financial oversight of grants, donations, and capital campaigns.
- Provide financial insights and data to support revenue generation strategies and fundraising activities.
- Assist in the development of donor stewardship plans that emphasize financial transparency and effective resource allocation.
- Support the Trustees of the Trail committee in the development of the Trail endowment fund and campaign as well as major gift and legacy planning considerations.

Leadership and Team Development:

- Foster a culture of financial discipline, accountability, and transparency across the organization.
- Work collaboratively with department heads to integrate financial management and budget planning into all program and operational activities.

What We're Looking For:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; CPA or advanced financial credentials preferred.
- 7+ years of experience in nonprofit finance, with at least 3 years in a senior leadership role.
- In-depth knowledge of nonprofit accounting, financial reporting, and compliance with tax-exempt organization regulations.
- Preferred experience with OMB's 2 CFR Part 200, Uniform Guidance compliance and reporting.
- Proven ability to develop financial strategies, manage budgets, and provide clear financial insights to non-financial stakeholders.
- Strong experience working with nonprofit boards and finance committees to ensure effective financial oversight.
- Proficiency with accounting software (e.g., QuickBooks Online) and financial management tools.
- Advanced Excel skills to include Pivot Tables, VLookup and formulas.
- Excellent communication skills, with the ability to communicate complex financial information clearly and effectively.
- Detail-oriented, with strong organizational skills and the ability to manage multiple priorities in a fast-paced environment.
- A passion for public spaces, trails, and the mission of The Trail Conservancy.

Key Attributes:

- **Leadership:** Ability to guide and inspire the finance team while collaborating across departments to align financial strategies with organizational goals.
- **Analytical:** Strong analytical skills, with the ability to translate financial data into actionable insights that inform organizational strategy.
- **Collaborative:** A team-oriented approach with the ability to build relationships across departments and with the Finance Committee.
- **Adaptable:** Comfortable working in a dynamic, growing nonprofit environment with the ability to adapt to changing circumstances and opportunities.



Application Process:

- Applications should be sent to: resumes@thetrailconservancy.org
- Include a cover letter, resume, and 3 references (we will not contact references until candidates have had an opportunity to notify them)
- Include your salary expectations in your cover letter
- Please do not contact staff directly, no phone calls