

## **Forest Stewards Guild Job Opportunity: Finance Director at the Forest Stewards Guild**



### **Summary**

The Forest Stewards Guild is hiring a Finance Director for a permanent full-time position based at our office in Santa Fe, New Mexico. If you are talented, energetic, and experienced in non-profit finance with a passion for mission driven work then we would like to talk with you!

### **Background**

The Forest Stewards Guild is a national organization dedicated to practicing and promoting sustainable forestry through support of professional practice, forest policy, and research. The Guild's over 700 members include natural resource professionals throughout the United States. The Guild currently employs six staff in Santa Fe and five staff members located in Madison, WI, Mankato, MN, Asheville, NC, Nederland, CO, and Freeport, ME. Learn more about the Guild at [www.ForestStewardsGuild.org](http://www.ForestStewardsGuild.org).

### **Position Description**

The Finance Director will have responsibility for managing and assuring effective functioning of finances, payroll, employee benefits, contracts, and our annual third-party audit. The Finance Director plays a crucial role in tracking spending and in-kind contributions for a wide array of grants and contracts. She or he will work closely with program staff as they develop grant proposals, craft budgets, implement projects, and report back to funders. The Finance Director will work with the Executive Director to provide financial reports to the Guild's board of directors. The Finance Director will also help with the financial side of managing the Guild's membership and donations. This involves helping with membership renewals in the summer and annual appeal in the winter.

The Forest Stewards Guild is an 'all-hands-on-deck' organization, in other words, we all pitch in when needed. The Finance Director will be part of a great team and contribute to exciting projects from our summer youth crews to forest restoration. As an expert on finance and budgets, the Finance Director will work with the Executive Director and regional directors on managing insurance, office leases, subcontractors, complying with operating in different states, and information technology issues.

### **Qualifications**

- Experience managing finance for organizations of comparable size and scope including accounting, payroll, human resources, audits, grant tracking, federal awards, and contracts.
- Extensive experience with Quickbooks accounting software.
- Previous experience with non-profit organizations and federal grants preferred.
- Excellent interpersonal and communication skills.

### **Location**

The position will be based at the Forest Stewards Guild's office in Santa Fe, New Mexico:  
2019 Galisteo St.

Suite N7  
Santa Fe, NM 87505

### **Wages and Benefits**

The salary will be based on experience and demonstrated capabilities.

Paid leave and paid holiday benefits are provided. Employer-sponsored comprehensive health care and dental care coverage is available after 60 days of continuous employment. Participation in a retirement plan with an employer match is available after 90 days. We will consider flexible work schedules to accommodate family or other commitments. The Forest Stewards Guild is an equal opportunity employer. We support diversity in our office and encourage applicants from all backgrounds and communities to apply.

Applications will be reviewed as they are received with a **final deadline of June 15<sup>th</sup>, 2018.**

To apply, please prepare and submit:

1. A cover letter detailing your interest in this position and discussion of why you believe the position suits your skills and interests;
2. A current resume detailing your work and education experience, and other professional or personal accomplishments relevant to the position; and
3. Three references with contact information.

Reply with questions and send application materials electronically to:

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The Forest Stewards Guild  
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