



VICE PRESIDENT OF FINANCE AND OPERATIONS

Full-time position at the Cibolo Center for Conservation in Boerne, Texas

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. We are a 33 year-old, rapidly growing conservation organization with a Nature Center, Historic Farm and Nature School. We provide programming for children, youth, adults, and families while protecting and managing two campuses on 160+ acres of natural area. Our dynamic team brings passion, creativity and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The Cibolo Center for Conservation (The Cibolo) is looking for a mission-focused, seasoned, strategic, and process-minded leader with experience growing an organization, partnering with an executive management team, and developing a performance culture among a group of diverse, talented individuals. The VP of Finance and Operations (VPFO) must be a leader who is able to help others deliver measurable, cost-effective results that make the vision a reality. While it is essential that the VPFO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives The Cibolo. The Cibolo has been extremely successful and growing steadily and is now seeking to manage growth and opportunity.

The VPFO will execute and oversee finance, human resources, and operations. This position is responsible for strategic financial growth of the organization. It is essential this position work well with executive staff of the Cibolo to include the CEO, Executive Director and VP of Development as well as staff members from across the organization. VPFO will be involved in a range of strategic planning and internal initiatives and will act as the primary liaison to the board of directors' finance committee, working closely with the committee to strengthen The Cibolo's financial position and other items as required. S/he will continually evaluate internal systems and needed resources, with an eye toward both future needs and budget realities.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Finance and Budgeting

The VPFO will have overall financial management responsibility including the development, review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the ED, VPD and board of directors. S/he will oversee budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable. The ideal candidate will not only be able to reconcile financial activities but should also be skilled at capturing key data and processes to demonstrate the relationship between The Cibolo's goals and resulting earned and contributed revenue needs.

Duties include:

- Management of day-to-day finances including all bookkeeping transactions, reconciliation of accounts, processing accounts receivable and payable, payroll and other disbursement checks, etc.
- Manage payroll and benefits plans for employees.
- Working in partnership with the CEO, ED and VP of Development to create the strategic five-year plan and implement new processes and approaches to achieve it



- Work in coordination with the Board of Directors Finance Committee and external accounting firm support
- Creating and analyzing the business model, ROI and financial impact of all programs across the organization.
- Assist in the development of the annual budget by gathering accurate and realistic information from staff
- Ensure that The Cibolo operates as a nonprofit business in accordance with IRS 501(C) 3 regulations and generally accepted accounting principles, taking direct responsibility for developing and maintaining sound financial practices
- Accounting for the financial management of Cibolo departments and programs including regular assessments of the business impact on income and expense reporting
- Oversee the finances and inform the business decisions of the earned revenue activities

Operations

The VPFO will serve as a partner to the ED on the organization's administrative and operational processes, with a goal of continuously developing and improving systems. Demonstrates initiative, adaptability, and a proactive, solution-oriented response to opportunities and challenges. Introduces and adapts new ideas, approaches, and methods to improve the efficiency and effectiveness of The Cibolo's operations while retaining the creative spark that drives The Cibolo.

Duties include:

- Provide oversight of the building and grounds team of the The Cibolo to ensure efficient management of the campuses and general safety and security.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations
- Ensure that the Cibolo's operations are consistent with its governing documents, policies, and contracts with the City of Boerne and others
- Supervise the contracts, insurance, and information technology (IT) needs of the organization
- Manage organizational and legal risks with policies and procedures developed in collaboration with the Executive Director, Board, and external professional consultants as needed.

Human Resources

The VPFO will serve as a point person in the organization for Human Resources and will be supported by the ED and by external consulting as needed. The position will serve to create and maintain employee policies and systems for employee onboarding, training, wellness, and performance to create an environment of support to uphold the Cibolo values.

Duties include:

- Updating HR processes, procedures, and employee handbook in collaboration with ED and external support as needed.
- Work closely with the ED and staff, to implement policies for the organization
- Payroll and Benefits management
- Onboard new hires with paperwork and other necessary activities in collaboration with staff
- Evaluate HR processes with staff and maintain personnel files
- Oversee human resources functions including training & development for employees



POSITION QUALIFICATIONS:

Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful profit & loss management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness. Strategic vision and ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.

The Vice President of Finance and Operations will have at least 10+ years of experience, with at least five years managing a high-performing non-profit. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas.

Additional qualifications:

- Proven experience with nonprofit accounting principles and best practices
- Bachelor's degree, advanced degree and/or CPA preferred
- Experience with audit, legal compliance, and budget development
- Proven effectiveness managing others, empowering them to make decisions. Excellent interpersonal and team skills, extremely collegial
- Experience effectively communicating key data, including presentations to senior management, the Board or other outside partners/influencers/clients
- Success seeing beyond the numbers, identifying trends and new possibilities
- Required proficiency in Microsoft Excel, Word, and Outlook
- Must be able to exhibit high level of confidentiality regarding all aspects of work.
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Exhibit integrity/ethics beyond reproach

Preferred qualifications:

- Human resources management experience
- Technologically savvy, with experience overseeing information technology
- Prefer experience with financial software management systems including Intacct, Bill.com, and ADP (payroll)
- Connection to The Cibolo's mission: *To protect natural resources through education and stewardship*

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Cibolo is a family-oriented organization with many attractive benefits, including being a valued member of a winning team with an inspiring mission. The Cibolo is prepared to offer a competitive compensation package with base salary and benefits.

APPLICATION:

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org with *VP of Finance and Operations* in the subject line.