Southwest Michigan Land Conservancy (SWMLC)
Director of Finance

About SWMLC:
SWMLC is a non-profit land conservation organization dedicated to preserving the scenic and ecologically significant landscapes that define our region’s natural character. Serving the nine counties of southwest Michigan, SWMLC has protected nearly 19,000 acres of forests, wetlands, savannas, prairies, dunes, lakeshore, farms, and vineyards in southwest Michigan. Working collaboratively with volunteers and landowners, SWMLC strives to improve habitat, ensure water quality, support biodiversity, connect people with nature, and help families conserve the land they love—for the present and future generations.

Basic Function:
This is a full-time management position that reports to the Executive Director, the Director of Finance is responsible for overseeing the administrative, financial, and risk management of SWMLC, including:
- Supporting a financial and operational strategy with performance measures tied to that strategy
- Developing and monitoring control systems to preserve SWMLC’s assets
- Ensuring accurate reporting of financial and operational results
- Oversee donor database

Principal Responsibilities:
Finance:
- Oversee the issuance of financial information
- Monitor cash balances and cash forecasts
- Arrange land transaction financing
- Maintain banking relationships
- Review and assist in the development of IRS Form 990
- Assist in the prudent investment of SWMLC funds
- Lead annual audit with external CPA firm and address findings and recommendations
- Oversee financial grant compliance
- Staff Finance Committee and attend committee meetings
- Aid Board Treasurer and provide financial presentations to Board of Directors
- Understand and mitigate key elements of the organization’s financial risk profile
- Provide analytical financial data as needed for informed decision-making

Planning:
- Manage the capital and operating budgeting processes
- Develop performance measures supporting the organization's strategic direction

Risk Management:
- Maintain appropriate insurance coverage
- Oversee third-party relationships for outsourced functions
- Ensure SWMLC complies with legal and regulatory requirements
- Ensure record-keeping meets auditor, government, and Land Trust Accreditation Commission requirements
- Maintain relations with external auditors and address findings and recommendations

Additional:
- Oversee employee benefit plans, with a focus on a cost-effective benefits package
- Assist Personnel Committee in projects as needed
- Provide onboarding support for staff members
Preferred Experience:
- 5+ years of experience in a finance/operations position
- Bachelor's degree in Finance, Business Administration, or a related field
- CPA or MBA highly desirable

Compensation and Benefits:
- $60,000-$80,000 annually based on experience
- Healthcare including dental and vision
- PTO and Sick time
- Phone Plan
- Retirement Match
- Hybrid Schedule

How to Apply:
To apply to this position, please submit your Resume and Cover Letter to conserveland@swmlc.org. Please include “Director of Finance Application” in the subject line.

Application Deadline:
Applications will be accepted until Friday January 26th, 2024.

Southwest Michigan Land Conservancy is proud to be an Equality Opportunity Employer. We embrace and celebrate diversity. We are committed to fostering an inclusive work environment that inspires all individuals. Our commitment is to provide a workplace free of discrimination and harassment, ensuring that every team member is valued and respected.