



## Business Manager

The Santa Lucia Conservancy is seeking an experienced, motivated Business Manager to provide business and administrative support to its conservation programs, based in Carmel, CA. The Santa Lucia Conservancy is a non-profit land trust incorporated in 1995 to conserve the ecological integrity of the protected lands within the Santa Lucia Preserve. We are dedicated helping communities sustain the beauty and biodiversity of natural lands through landowner partnerships, adaptive land management, conservation easement stewardship, ecological research, and environmental education programs. Learn more at [www.slconservancy.org](http://www.slconservancy.org).

The Conservancy offers a rewarding work environment, competitive salary and generous benefits. This position requires initiative, integrity, business acumen, independence, flexibility, attention to detail, and the ability to work effectively and collaboratively with a diversity of people in a fast-paced and dynamic environment. Limited amounts of evening and weekend work are required from time to time.

### **ESSENTIAL FUNCTIONS:**

Business Management: The Business Manager is a critical position within the Conservancy, providing day-to-day oversight and coordination of the operational, financial, and internal communication areas of the Santa Lucia Conservancy (SLC). The Business Manager is responsible for accounting, contracting, purchasing, business correspondence, telephone and general office tasks, manages contracted accounting, human resources and IT support, and supports the Executive Director in preparation of periodic financial reports, scheduling and staff coordination. The Business Manager also works in concert with the Executive Director to support the Santa Lucia Conservancy Board of Governors in their fiduciary role as volunteers with the organization.

Community Outreach and Education: In addition to providing outstanding business management, the position provides support for the Conservancy's public outreach and environmental education programs by assisting with event planning and implementation.

### **KEY ELEMENTS OF THE WORK:**

- In concert with Executive Director, ensures that the organization is meeting its obligations relating to internal policies and external financial and legal obligations.
- Creates annual budgets and periodic financial statements with related analysis.
- Lead person on annual tax and compliance audits with outside CPA partner under contract.
- Processes vendor invoices for bi-weekly payment.
- Performs human resources from recruitment to employee benefits administration with outside HR partner under contract.
- Plans and coordinates logistics for quarterly board meetings including travel arrangements.
- Serves as day-to-day contact with members of the public and business-related contractors.
- Oversees risk management and insurance policies.
- Supervises no staff but may help plan and direct the work of volunteers and contractors.

### **WORKING CONDITIONS:**

- Small, dynamic and respectful team, with positive work attitudes and ethic.
- Occasional busy periods with stringent deadlines.
- May require working alone in office when other team-members are in the field.
- Work may include minor to moderate physical exertion from time to time, as well as extended periods of computer use.

**ESSENTIAL KNOWLEDGE/SKILLS:** The successful candidate will demonstrate, through direct experience and references, the following key skills and attributes:

- Associates degree in business, business management, accounting or related field and at least 3 years of related experience. Additional experience with outstanding references may be acceptable in lieu of degree.
- A high level of organization, professionalism and courtesy in all aspects of the work.
- Ability to meet the highest standards of business management, teamwork and public interaction.
- Proficiency in QuickBooks, MS Office, Word, Excel and other standard office programs.
- Familiarity with standard business communications; ability to draft and edit business correspondence and other written materials.
- Outstanding writing, editing and verbal communication skills.
- Strong analytical and organizational skills.
- Ability to independently prioritize and complete work to a high standard, with minimum supervision, while meeting deadlines.
- Ability to maintain confidentiality and professional discretion.

**COMPLEXITY/PROBLEM SOLVING:**

- Resolves routine problems independently; consults with supervisor and others to develop plans to address unusual or complex problems.
- Completes multiple, varied assignments to a high standard in an efficient manner.
- Tracks progress on tasks and provides follow-up as needed.
- Identifies problems and utilizes existing resources for resolution.
- Demonstrates flexibility in changing situations and priorities, comfortably handles uncertainty.

**COMMUNICATIONS:**

- Communicates in a clear and concise manner.
- Outstanding 'people skills'.
- Recognizes the diversity and complexity of personalities, and effectively integrates and manages people and processes to successfully implement the Conservancy's business.

*Santa Lucia Conservancy is an Equal Opportunity Employer*