



Director of Finance and Administration Position Announcement

Washington Trails Association

Position Available: Director of Finance and Administration

Salary Range: \$95,000-\$110,000

Priority Application Date: April 1, 2019

Empowering Communities to Explore the Outdoors

Washington is home to extraordinary hiking destinations, including desert dunes, wild beaches, tranquil mountain tops and raging rivers. Washington is also home to a community of people who are passionate about exploring and protecting these places. This constituency—our members and supporters—is key to the future of trails in Washington.

Washington Trails Association (WTA) is the nation's largest state-based hiking and trail maintenance organization, with 15,000-member households and an online community of more than 100,000. Powered by hikers for more than 50 years, WTA works to ensure Washington's trails stand the test of time, connecting people to the outdoors—from everyday adventures to backcountry explorations. WTA's strength is in its community and future success depends on fostering an inclusive organization and hiking community, where everyone feels welcome and represented.

An Opportunity to Power our Work

WTA seeks an experienced Director of Finance and Administration to lead its finance and business functions, ensuring the organization is well-positioned to advance its mission to mobilize hikers and everyone who loves the outdoors to explore, steward and champion trails and public lands.

This senior leadership position will play a key role in guiding WTA through a period of rapid growth as the organization launches new strategic initiatives to achieve our vision of trails for everyone, forever. In 2019, WTA's operating budget is \$5.7 million, with expectations to grow to \$7-8 million within the next 3-5 years.

The Director of Finance and Administration is charged with developing multi-year financial and operational strategies, managing annual financial and business plans, and guiding the organization's capital asset strategy while building and improving policies, procedures and systems that enable WTA to achieve greater impact as it grows. The position leads the team responsible for the organization's core services (including finance, human resources, information technology and operations), works closely with the Executive Director and leadership team, and is a key liaison to the Board of Directors.

The successful candidate will demonstrate the ability to be accountable; take initiative; think strategically; act as an organizational connector; and advance diversity, equity and inclusion. This person



Director of Finance and Administration

Position Announcement

will be passionate about making WTA a high performing organization where people and programs thrive. The Director of Finance and Administration is a full-time exempt position based in WTA's downtown Seattle headquarters and reports to the Executive Director.

Primary Responsibilities

Leadership and Strategy

- Leads business and financial strategy and planning, including annual budget process, as well as other initiatives impacting overall organizational health.
- Staffs the Board of Directors' finance, audit and investment committees; effectively communicates and presents critical financial and operational matters at board meetings and retreats as needed.
- Leads a five-person administration team with an emphasis on leadership development; results-oriented performance; diversity, equity and inclusion; and cross-functional collaboration.
- Collaborates with other leadership team members in strategic planning. Evaluates impact of new opportunities for WTA (growth, expansion, partnerships, etc.) ensuring that investments align with organizational strategy and business plans.
- Collaborates with other leadership team members to integrate equity best practices into operations and build a more inclusive and equitable organization.
- Represents WTA externally with community and business partners as necessary, particularly in banking, insurance, vendor and lease negotiations.
- Fosters a culture of innovation and excellence, including the identification of potential areas for stronger alignment across all WTA's functions, programs and teams.

Finance and Accounting

- Oversees, directs and organizes the organization's finance and accounting operations. Supervises bookkeeping staff.
- Leads the process of financial analysis, forecasting, cash flow management, and budgeting, including annual and project budgets.
- Analyzes and presents financial reports in an accurate and timely manner and clearly communicates monthly and annual financial statements.
- Manages month and year-end financial closeout process, annual audit and filing of annual tax returns. Oversees financial reconciliation processes.
- Manages QuickBooks Desktop accounting system and evaluates future system needs.

Business Operations and Information Technology

- Oversees, directs, and organizes the work of the office and IT functions to ensure efficient and consistent operations. Supervises IT Senior Manager and Office Manager.



Director of Finance and Administration

Position Announcement

- Manages planning process to build strategic roadmap for infrastructure, systems and tools that streamlines operations and allows the organization to scale.
- Oversees performance monitoring of key finance, fundraising and programmatic metrics; meets management reporting needs.
- Establishes the guidelines, policies and practices for organizational, financial, legal and disaster-related risk mitigation. Ensures organizational legal, regulatory and contractual compliance.

Human Resources

- Manages the organization's human resources function, including employee recruitment and retention, employee relations, performance management, and HR policies and practices. Supervises HR Generalist.
- Fosters an organizational culture that is inclusive and welcoming to candidates and employees of all identities.
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Establishes WTA as an employer of choice in our community.

Qualifications

- Strong related work experience that includes a full range of business functions and systems, including strategic planning, budgeting, financial projections, business analysis, finance, information systems, human resources and operations. Nonprofit experience preferred. CPA preferred.
- Proven track record of management or executive experience, including scaling organizations and planning for and leading through organizational development and change.
- Strong commitment to WTA's mission and values of diversity, equity and inclusion.
- Motivation to integrate equity best practices into WTA operations and work as part of WTA's leadership team to create an inclusive organization. Demonstrated experience advancing diversity, equity and inclusion in organizations preferred.
- Experience creating complex long-term strategic plans and annual business plans and managing toward outcomes.
- Must be familiar with nonprofit finance and accounting regulations.
- Evidence of the ability to consistently make sound decisions through a combination of analysis, wisdom, experience and judgment.
- Demonstrated ability to lead, manage, train and develop staff and build collaborative and effective teams.



Director of Finance and Administration

Position Announcement

- Excellent interpersonal skills and demonstrated ability to work effectively with people of diverse races, ages, genders, sexual orientations and abilities and with people at all levels of the organization.
- Excellent communication and presentation skills, including clear and concise oral and written communication.
- Ability to set priorities, and manage individual and team work plans accordingly. Strong organizational skills and proven resourcefulness in multi-tasking.
- Track record of exceeding goals, keeping an eye on the bottom line, creating efficiencies and strengthening systems.
- Demonstrated ability to work with IT staff to evaluate, develop, implement and integrate new processes and systems that increase efficiency, preferred.
- Proficiency in Microsoft Office programs, including advanced proficiency in Excel. Experience with QuickBooks, a plus.

Compensation

Salary range is \$95,000-\$110,000, depending on experience, with a benefit package including medical, dental, vision, retirement, disability, transportation, and holiday, vacation and sick leave.

Diversity, Equity & Inclusion

WTA is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly encouraged to apply.

Washington Trails Association is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the presence of any sensory, mental or physical disability, or any other characteristic protected by law.

To Apply: Email a resume and a brief cover letter detailing how your experience and qualifications translate to the requirements of the role to jobs@wta.org. Reference the job title "Director of Finance and Administration" in the subject line. This position is open until filled, with priority given to applications received by April 1, 2019.