



Employment Opportunity Announcement
Vice President for Business
Application Due Date: July 31, 2023

About The Longleaf Alliance: The Longleaf Alliance is a non-profit organization focused on ensuring the sustainable future of the longleaf pine ecosystem. Since 1995, The Longleaf Alliance has served diverse communities of landowners, managers, policymakers, partners, educators, students, and more, across the natural longleaf range and beyond. Just as every tract of land and habitat is unique, so are our staff and the people we serve.

Position: The Longleaf Alliance (TLA) is seeking a Full-Time Vice President for Business to execute all aspects pertaining to the business of TLA and work with the TLA staff to provide leadership, management, and understanding of all financial and administrative areas of the organization. The Vice President for Business maintains the financial health of the organization and performs other duties as required to meet organizational needs. The VP for Business reports to the President and is a vital link in the overall team. The preferred location for this position is the TLA Headquarters office at the Solon Dixon Forestry & Education Center near Andalusia, AL.

Duties: The Vice President for Business will manage and provide oversight for all of TLA's financial accounting. This includes managing financial report preparation and interpretation, preparation of the TLA annual budget, proper handling and recording of receipts and disbursements, and adequate insurance coverages. This position works collaboratively with an independent accountant on the preparation of TLA's annual Form 990 tax return, annual financial audit, and annual single audit.

The Longleaf Alliance work is primarily funded through grants and the VP for Business manages the preparation and execution of all contracts and grants, works with Principal Investigators (PIs) and compiles budgets and budget justifications, monitors anomalies, and makes recommendations to PIs. Collaboratively engaging grant managers in problem and challenge-solving, in keeping with legal requirements, greatly advances TLA's mission and accomplishments.

Additionally, this position manages grant reporting compliance timelines, reconciles monthly budget reports, and implements adjustments as needed; prepares compliance policies, forms, and documents as required by the audit; prepares and negotiates TLA's Indirect Cost Rate Agreement (NICRA), and manages the closeout of all funded projects consistent with the corresponding funding agency.

The VP for Business is responsible for maintaining and updating TLA corporation documents, management of Endowment funds, providing annual reporting as required, and serving as staff representative for the TLA Board Finance Committee.

The VP for Business oversees operations of the administrative staff group that is housed at TLA Headquarters. This group includes the Administrative Assistant and HR/Accounting Specialist. This position also works collaboratively with the Senior Leadership Team on TLA project opportunities and provides support to the President, Vice-President for Operation, and Vice-President for Development as needed. The VP for Business may take initiative in other supporting roles within the organization as needed such as managing projects, assisting with the Biennial Longleaf Conference, or participating in other Outreach Events as appropriate.

Qualifications:

- Must have at least 8 years of experience, including at least five years of substantial and successful project management experience overseeing financial and administrative activities.
- Bachelor's degree is required, preferably in accounting, business, public administration, or a related field. A graduate degree is preferred and may substitute for equivalent years of experience.
- Experience managing the compliance, administrative, and financial functions for programs or program portfolios with annual budgets of at least \$4 million is required.
- Experience managing government and foundation grants and sub-recipient grant programs is highly preferred.
- Excellent organizational, quantitative, and analytical skills with emphasis on project and financial management.
- Excellent attention to detail, ability to prioritize, and work accurately under time constraints.
- Experience working with accounting and grants management software is preferred.
- Demonstrated ability to operate with considerable independence and discretion, demonstrate good judgment, and take initiative within areas of responsibility.
- Excellent communication and interpersonal skills with the ability to create effective relationships with partners and staff, usually virtually, with a staff organization spread across 6 states.
- A passion for the longleaf ecosystem, excellent personal and professional reputation, and demonstrated credibility in the community.

The salary range for the VP for Business starts with a minimum base pay of \$80,000 and will be commensurate with applicant experience. Compensation also includes a generous benefits package.

For more information email jobs@longleafalliance.org or call 678.595.6405.

Interested candidates are invited to submit a cover letter and resume by July 31, 2023, via email to jobs@longleafalliance.org and addressed to:

Carol Denhof, President
The Longleaf Alliance, Inc.
12130 Dixon Center Road
Andalusia, AL 36420

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The preferred position start date is **October 1, 2023**.