



HIGH LINE CANAL

CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

~Job Posting~ Chief Financial Officer

Position:	Chief Financial Officer
Reports to:	Chief Operating Officer
Pay Range:	\$80,000 – \$115,000 commensurate with experience. Includes a competitive benefits package with medical, dental, vision, IRA match, life & disability insurance.
Position Status:	Full-time
Posting Dates:	July 18, 2021 – August 19, 2022
Support team:	Executive Director, Senior Staff, Bookkeeper

About the High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations.

The Conservancy's Strategic Business Plan (2019-2024) affirms its commitment to preserve and enhance the Canal with projects and programs that improve quality of life and the environment and provide measurable benefits for all people. The Conservancy is working with its partners to:

- Ensure permanent protection of the 71-mile Canal with sustainable funding and enhancements;
- Enhance public use of the Canal through improved access, safety, and quality of visitor experience; and
- Improve environmental health for the Canal with regionwide benefits through stormwater management and other ecological enhancements.

Through its mission, and as guided by the Strategic Plan, the Conservancy is committed to supporting healthy lifestyles, improving the natural environment and enhancing the Canal's infrastructure, ensuring that all people of our region - considering, but not limited to, race, ethnicity, economics, age, geography, ability, and sexual orientation - have access to a safe and welcoming outdoor space. Learn more about the Canal and the Conservancy at www.highlinecanal.org.



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POSITION SUMMARY

The Chief Financial Officer is a key member of the Conservancy's Senior Leadership Team and is responsible for the oversight and management of all financial operations and strategies. Working in partnership with the Executive Director, Chief Operating Officer and in close collaboration with the senior staff, the Chief Financial Officer (CFO) will drive key financial functions, providing strategic guidance, to further Conservancy growth, organizational sustainability, accountability, and impact. The CFO will report to the Chief Operating Officer on strategic and tactical matters related to budget planning, management, cost benefit analysis, and forecasting. Senior leadership positions will work directly with the CFO to advance their impacts.

The CFO offers an extraordinary opportunity for a systems thinker, natural problem-solver and long-term planner/thinker with a passion for developing financial systems and structures to support a growing organization into the future. As a steward of the organization, the CFO is responsible for the development of standard accounting analysis, and reporting procedures and for ensuring financial and regulatory controls.

Key Responsibilities

- In partnership with the Executive Director, Chief Operating Officer, Senior Leadership and Board, support the implementation of the organization's strategic plan with a focus on financial stability.
- Co-direct the development and implementation of short- and long-term fiscal planning and budgets with a focus on the overall financial success of the organization.
- Lead ongoing strategic financial planning and analysis efforts; provide analysis and guidance to the Executive Director, Chief Operating Officer, and Board to enable good decision making, ensure sustainability, and mitigate risk.
- Design and prepare financial reports and projections to the Executive Director, Board, Treasurer, staff, investors, and auditors
- Manage the preparation of department budgets in collaboration with Executive Director, Chief Operating Officer, and department directors
- Analyze and interpret financial results and trends
- Responsible for cash forecasting and management, oversee annual budgeting process and annual audit process
- Ensure financial controls, policies and procedures are in place and updated in a timely manner
- Ensure effective management of relationships with financial institutions, investment advisors and other vendors.
- Manage accounting procedures including supervising Bookkeeper
- Responsible for payroll, employee benefits, taxes, IT, and inventory management,
- Lead organizational compliance with regard to contract review, insurance, licenses, reporting and grant requirements.



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Knowledge, Skills, and Abilities:

- Ability to analyze complex financial data, proposed viable solutions and design necessary plans, processes and systems
- Demonstrated knowledge of non-profit finance
- Strong leadership skills and the ability to collaborate and influence at all levels of the organization
- Ability to partner with the senior leadership team to formulate, develop, implement, and evaluate strategies to achieve the organization's vision mission and goals
- Strong oral and written communication skills, especially the ability to communicate financial information to those who do not have a financial background
- Ability to evaluate systems for efficiencies and implement improvements
- Ability to manage multiple projects and adhere to deadlines
- In-depth knowledge of internal controls
- Excellent critical thinking, decision-making and problem-solving skills
- Evidence of the practice of a high level of confidentiality
- Advanced understanding of non-profit accounting, auditing, taxes, and financial reporting
- Prior experience working with a Board of Directors
- Experience working with large governmental and foundation grants
- Ability to assist the bookkeeping staff with accounting processes and willingness to assist with or take over more advanced accounting responsibilities.
- Commitment to incorporating diversity, equity, inclusion and accessibility practices and values in all facets of work and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds.

Required Qualifications

- Bachelor's degree in Finance, Business Administration, Accounting, or related field
- A minimum of 5 years of senior level financial management experience
- Minimum of 3 years supervisory or management experience
- Extensive experience with non-profit finances including strategy development
- Advanced knowledge of accounting software systems including experience with QuickBooks

Preferred Qualifications

- MBA or CPA desired

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.



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Compensation

This is a full-time (40 hrs./wk.) position based at the Conservancy's offices. Currently, the Conservancy is working in a hybrid work environment with employees expected in-person a minimum of 24 hours per week. In addition, all employees are encouraged to spend some of their time out of the office at Canal events and programs. Annual salary will be commensurate with experience. The Conservancy provides a competitive benefits package that includes medical, dental, vision coverage, Simple IRA with 3% employer contribution and paid time-off accrual.

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as PDF attachment to employment@highlinecanal.org. Candidates selected for interviews may be asked to provide responses to a supplemental questionnaire and/or present work examples as part of the selection process.

No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position. **Application Deadline: August 19, 2022.**

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.