

**HERITAGE CONSERVANCY  
DIRECTOR / SENIOR DIRECTOR  
of  
FINANCE and ADMINISTRATION**

Heritage Conservancy seeks a dynamic and effective leader to serve as Director or Senior Director of Finance and Administration.

**DUTIES & RESPONSIBILITIES:**

Core responsibilities of this position will include:

- Financial Management, including:
  - Oversee financial tracking and reporting (internal and external)
  - Supervise Accounting Manager and Grants Manager
- Human Resources Management, including:
  - Update and maintain Policies / Employee Handbook
  - Lead review of employee compensation and benefits
  - Oversee Hiring / Onboarding
- Office Management, including:
  - Supervise Program Coordinator
- Facilities Management, including:
  - Oversee relationship with caterer for events at Historic Aldie

Depending on the nature and level of the successful applicant's skills and experience, this position may also include one or more of the following responsibilities:

- IT Management, including:
  - Oversee relationship with IT vendors
- Risk Management, including:
  - Manage both insurable and cyber risks
  - Oversee relationship with insurance broker and IT vendors
- Working with the Conservancy's Board of Directors, including its Finance, Audit, Human Resources, and/or Facilities Committees

The Director or Senior Director of Finance and Administration will report to the Conservancy's President. This is a full-time position based in Heritage Conservancy's office in Doylestown, PA.

**QUALIFICATIONS & ESSENTIAL SKILLS:**

- Bachelor's degree and 10+ years of applicable experience in Finance, Human Resources, Nonprofit Administration, or related fields, or comparable education/experience.
- Knowledge/experience in the areas of environmental conservation or historic preservation helpful but not required.
- Experience with financial and data management, preferably in a nonprofit setting.

- Ability to handle, independently and simultaneously, multiple and diverse responsibilities.
- Excellent oral and written communications skills, contract negotiation and management skills, and interpersonal skills.
- Strong problem solving, time management, and organizational skills.
- Ability to cultivate and manage constructive relationships with Heritage Conservancy's Board of Directors, staff, advisors, funders, government officials, vendors, and others.
- Commitment to Heritage Conservancy's mission and high standards of conduct.

**TO APPLY:**

Interested applicants should send a cover letter and resume to Heritage Conservancy at [joinourteam@heritageconservancy.org](mailto:joinourteam@heritageconservancy.org). No phone calls please.

**ABOUT HERITAGE CONSERVANCY:**

Heritage Conservancy is a nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect more than 16,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 250 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit [www.heritageconservancy.org](http://www.heritageconservancy.org).