



*Protecting, restoring and enhancing the metro
Mississippi River and its watershed since 1993.*

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Friends of the Mississippi River position announcement Finance Director full-time, with benefits

Join Friends of the Mississippi River's finance team to help us maintain the organization's financial health and sustain our work to protect the Mississippi River.

About FMR

The Mississippi River is one of the world's great rivers, a natural resource of global significance. Friends of the Mississippi River (FMR) is a leading nonprofit that protects, restores and enhances the Mississippi River and its watershed primarily in the Twin Cities region. The organization has become a national model for conservation and watershed protection. Our goals are to: improve water quality; conserve important lands; engage people in learning about and taking action to protect and enhance the river; inspire widespread commitment to this natural wonder flowing through our community; and protect our river's unique scenic, natural, cultural and recreational qualities.

The organization has an annual budget of \$4.7 million and employs a dedicated, professional staff of 27 who work to improve the health of the river through policy advocacy, education and engagement, land conservation and restoration and other disciplines. Over 30 years, FMR has established deep relationships and credibility with thousands of local residents, landowners, neighborhood organizations, volunteers, government agencies and elected officials.

With a well-known and respected brand, a seasoned and effective staff, a strong Board of Directors, and an ever-growing base of support, FMR is poised for continued growth and success. The workplace culture at FMR is collaborative and fun, and staff share a common love of the river and a dedication to the organization's mission.

Our office is located in St. Paul's West Side community, in a historic building across the street from Harriet Island and the river. We enjoy a pet-friendly workplace, and a hybrid working arrangement (Tuesdays and Wednesdays in the office; Monday, Thursday and Friday anywhere you choose).

FMR believes that the Mississippi River connects us all, and that social and environmental issues are woven together. As we work toward restoring habitat and the river's waters, we will also work toward a riverway that is safe, healing and accessible for everyone. We strive to be culturally competent, welcoming and inclusive of all people and are committed to using our resources and influence to redress structural inequality

where it intersects with the health and vitality of the Mississippi River. We encourage interested applicants from all backgrounds to apply.

Finance Director position description

The Finance Director leads FMR's Finance Department and is responsible for financial strategy and leadership, budget and financial analytics, program-specific financial management, and human resources oversight and administration. The Finance Director must develop and implement strategies to ensure the organization's financial health and sustainability.

The Finance Director manages a \$1.5 million investment portfolio, supervises and works collaboratively with the Accounting Manager and Bookkeeper, and reports to the Executive Director.

Responsibilities

- Serve as a key member of FMR's senior management team.
- Supervise the Accounting Manager and Bookkeeper, working closely to accomplish departmental goals. Together, thoroughly understand, help shape, and perform the organization's financial functions.
- Ensure the accuracy, completeness, and timeliness of financial reporting, including but not limited to periodic estimates of results at year-end.
- Provide year-end financial projections for the Finance Committee.
- Help present financial reports for approval to the Board of Directors (BOD) at its bi-monthly meetings, supporting and working closely with the BOD Treasurer and Executive Director. This includes providing appropriate analysis, presenting key information, and answering Board member questions.
- Work closely with and serve as the primary liaison to the external auditors. This includes reviewing and/or completing work papers and providing other necessary information for the Finance Committee and/or Board of Directors to review and approve the Audited Financial report, 990, and related reports in a timely manner.
- Periodically and in coordination with the Executive Director and the Finance Committee, lead the request for proposal process for audit firms.
- Liaison to the Finance Committee. This includes organizing appropriate meetings and ensuring that committee members understand the organizational budget, year-end audit results, and other financial matters before presentation to the Board of Directors.
- Assist with recruiting members of the Finance Committee, working closely with the Executive Director and Treasurer.
- Manage FMR investments for effective cash flow oversight, and maintain relations with its financial partners, seeking Finance Committee input and keeping its members informed as appropriate.
- Manage the benefits renewal process, serving as primary liaison to the insurance broker and helping relay updated information to staff well before the renewal year.
- Liaison with other (non-benefits-related) insurance brokers and agents. This includes the annual renewal process, workers' compensation audits, certificate of insurance requests, and other insurance matters as they arise.

- Regulatory compliance reporting to governmental and other entities. This includes, but is not limited to, lobbyist reporting, sales tax reporting, and Charities Review Council reporting.
- Work closely with the development department and program directors to provide financial information for grant requests, reporting, and related activities.
- Ensure internal controls are adequate to follow Generally Accepted Accounting Principles (GAAP).
- Monitor and document segregation of duties with respect to processing cash and receivables and accounts payable.
- Ensure that the organization's financial policies are reviewed regularly by the Finance Committee and approved by the Board of Directors when changes are made.
- Document and maintain all financial workflows (standard operating procedures) for accounts payable, accounts receivable, and payroll.
- Complete special projects and analyses as requested by the Executive Director and others.
- Compile, complete, analyze, and present the annual budget process, working closely with the Executive Director, program directors and other budget managers.
- Communicate financial results and other information to FMR management and staff on a timely basis.

Qualifications

- Strong written, oral, and interpersonal communication skills, with the ability to present complex financial information to non-financial people.
- Accounting degree or equivalent, with MBA and/or CPA strongly preferred.
- Seven or more years of senior-level financial and HR experience in a related position, preferably at a non-profit.
- An ability to understand the needs and interests of the FMR Executive Director, other managers, and board members, keeping them informed and enhancing relationships between them and the Finance Department.
- Strong organizational skills, including planning, meeting deadlines, and balancing multiple projects and objectives.
- Willingness to work a flexible schedule that is adaptive to the organization's needs.
- Experience with Excel is mandatory, QuickBooks is desirable, and CRM tools and Word are preferred.
- Ability to use judgment, discretion, and assumptions about making estimates for reporting, budgeting, and financial information and results analysis.
- Self-motivation and initiative, as well as the ability and eagerness to work as part of a team.
- Strong teamwork ethic, positive and proactive attitude, with a sense of humor.
- Ability to handle sensitive data, ensuring strict adherence to privacy protocols and data security standards (or other confidentiality rules).
- Strong personal commitment to the mission of FMR.

Salary and benefits

This is a full-time position. The salary range is \$101,000 – \$106,000 commensurate with experience (benchmarked against the Minnesota Council of Nonprofits Salary & Benefits Survey). Benefits include health; dental and short-term disability insurance; a retirement plan with employer match; and generous paid vacation, sick, personal, holiday and sabbatical leave.

To apply

To apply, please submit your application materials (including both your resume and cover letter) to this web portal by May 15th:

<https://app.smartsheet.com/b/form/019dbbdceedb7d62b113032f85a3139b>. The position will remain open until filled.