



Operations and Finance Director

Inland Northwest Land Conservancy

Location: Spokane, WA

Employment Type: Full-time, Exempt

Salary: \$80,000 - \$85,000 DOE

Reports to: Executive Director

About Inland Northwest Land Conservancy

For more than 30 years, *Inland Northwest Land Conservancy* (INLC) has worked to protect and restore the lands and waters that define the beauty and vitality of our region. Through strategic land conservation, habitat restoration, and collaborative partnerships, we ensure that forests, rivers, and open spaces remain protected for wildlife and people—now and for generations to come.

We are a **trusted, growing, and well-established nonprofit land trust** working across **eastern Washington and northern Idaho**. Our success is built on **sound financial stewardship, strong governance, and efficient operations**, allowing us to scale our impact and strengthen our role as a leader in conservation.

As we expand, we are looking for a **highly organized, trustworthy, and discerning professional** to oversee the internal operations of the organization. The **Operations and Finance Director** will be responsible for ensuring financial integrity, managing HR systems, and maintaining the infrastructure that supports our mission. This is an opportunity to be at the center of a well-run, mission-driven organization and help shape its future.

About the Role

The **Operations and Finance Director** serves as the **backbone of INLC's internal operations**, ensuring that the organization runs efficiently, sustainably, and in compliance with nonprofit best practices. This role requires a **detail-oriented and strategic thinker** with experience in **financial management, HR administration, and organizational operations**.

We are looking for a **proactive leader** who enjoys optimizing systems, implementing processes, and maintaining accountability across financial and administrative functions. This role is well-suited for someone who **enjoys structure while adapting to challenges** with creative problem-solving.

This position will be responsible for **bookkeeping, financial oversight, HR coordination, accreditation compliance, and office operations**. The Operations and Finance Director will work closely with the **Executive Director, Board of Directors, and external accountants** to ensure sound financial management and organizational compliance.

As part of the **leadership team**, this position plays a key role in supporting the **strategic growth and long-term sustainability** of the Conservancy.

Key Responsibilities

Financial Management & Compliance

- Oversee **day-to-day bookkeeping**, including processing payments, coding expenses, and reconciling accounts.
- Work with the **contract accountant** to review and present financial reports to leadership and the board.
- Ensure accurate **donation reconciliation** between financial and donor management systems.
- Manage **organizational budgets**, vendor payments, and purchasing systems.
- Maintain compliance with **nonprofit financial regulations** and **Land Trust Alliance accreditation standards**.

Human Resources & Office Administration

- Oversee **employee benefits, HR policies, and personnel records**.
- Support recruitment and onboarding, ensuring an organized and welcoming process.
- Manage **business insurance policies, corporate filings, and risk management processes**.
- Work with IT vendors to ensure **efficient technology systems and data security**.

Board & Committee Support

- Assist in preparing **board meeting materials, financial reports, and governance documents.**
 - Serve as **staff liaison for the Governance and Finance Committees**, supporting board operations and policy development.
-

What We're Looking For

The successful candidate will bring:

- ✓ **Strong financial and operational skills** with keen attention to detail.
- ✓ **High levels of trustworthiness, discretion, and accountability** in managing sensitive information.
- ✓ **Proven experience in nonprofit finance, HR, and organizational operations.**
- ✓ **The ability to create and refine systems** that improve efficiency and effectiveness.
- ✓ **An ability to think strategically**, helping to strengthen the long-term stability of the organization.
- ✓ **Excellent problem-solving and collaboration skills**, working seamlessly with staff, board members, and external partners.

Minimum Qualifications:

- Bachelor's degree or equivalent experience, with at least **5+ years of experience** in financial management, nonprofit administration, or business operations.
 - **Proficiency in QuickBooks**, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and cloud-based systems.
 - Experience with **HR policies, employee benefits, and risk management.**
 - Strong **bookkeeping, budgeting, and compliance** skills.
 - A **valid driver's license** and ability to travel occasionally for meetings and events.
-

Why Join Us?

At *Inland Northwest Land Conservancy*, you'll be part of a **mission-driven, growing organization** that values professionalism, collaboration, and efficiency. This is a rare opportunity to help shape **the internal systems of a well-established and expanding**

nonprofit, ensuring that we remain **financially strong, operationally sound, and prepared for the future**.

We encourage applicants from all backgrounds, experiences, and perspectives, and we are committed to creating a welcoming and just workplace. We believe that a strong and effective team is built on respect, collaboration, and a shared commitment to our mission.

As the “face” of the office, this position is based in **Spokane, WA**, with flexibility for occasional remote work.

How to Apply

[Click to view full job description for complete position details.](#)

To apply, please submit a **resume and cover letter** to Executive Director, Dave Schaub, outlining your qualifications and interest in this role to **dschaub@inlandnwland.org** by **May 1, 2025**. No phone calls, please.

For more information about *Inland Northwest Land Conservancy*, visit www.inlandnwland.org.