

REDWOOD FOREST FOUNDATION, INC

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Date: April 10, 2018
From: Mark Welther, RFFI President/CEO
To: All Qualified Applications
Announcement: Business Manager Position - FT

The Redwood Forest Foundation, Inc. (RFFI) announces the recruitment of a Business Manager for this nonprofit organization and its subsidiary, the Usal Redwood Forest Company, LLC (URFC). The new position will report directly to the RFFI President/CEO.

RFFI Background

RFFI is a private 501(c)(3) non-profit organization currently located in Fort Bragg, CA. RFFI's **mission** is to acquire, protect, restore and manage forestlands and other related resources in the Redwood Region for the long-term benefit of the communities located there. Our **vision** is to establish community-based forests that provide both critical habitat for increased biodiversity and improved regional economic vitality. See www.rffi.org for more information.

Since 2007, RFFI has owned and managed the 49,636-acre Usal Redwood Forest, which is located in the Coastal Redwood Region of Mendocino County, California. This 78 sq. mi. property includes portions of two important watersheds: Usal Creek and the South Fork of the Eel River.

The Usal Forest is owned and managed by URFC, which is a wholly-owned subsidiary of RFFI. RFFI and URFC are pleased to be hiring our first Business Manager because of our rapid growth over the past five years. The goal of this hiring is to provide administrative support and human resources management for the in-house forest management team and the nonprofit staff, and ensure that both RFFI's financial obligations and public-benefit mission are met.

The Business Manager Position

The Business Manager oversees the day-to-day administrative and human resources activities associated with both businesses. This important staff member is expected to interact with RFFI's Board of Directors, staff, contractors, vendors and member of the local community. He or she will bring business and human resources skills that will ensure that RFFI's and URFC's businesses run smoothly.

The primary responsibilities of the RFFI Business Manager could include:

- Oversee the administration of RFFI's & URFC's employee benefits programs according to company policies and the Employment Handbook.
- Oversee Worker's Compensation and other human resources (HR) insurance policies.
- Organize and maintain RFFI's & URFC's records and files in accordance with the board's record retention policy. This includes contracts and HR records.
- Collect time sheets and input payroll

- Interacting with banking and accounting personnel to provide information needed for RFFI's annual audit and various banking reports.
- Assist CEO and the URFC Chief Forester with the timely presentation of financial reports to the board and bank.
- Track various compliance deadlines from the IRS, bank, grantors and agencies.
- Reconcile monthly bank accounts.
- Manage incoming invoices and the approval process for timely payment of invoices.
- Manage RFFI's and URFC's contracts and interact with contractors, as needed.
- Manage RFFI's accounts receivable and payable.
- Manage RFFI's insurance policies.
- Shop for vendor services, including insurance, legal, accounting and others, as needed.
- Assist the CEO in board and committee meeting logistics, including scheduling meetings.
- Assist the CEO in the preparation of the annual administrative budget.
- Assist with day-to-day office functions, including ordering supplies.

Qualifications

While we recognize that few individuals will have experience in all areas above, a successful candidate must have strong people skills, organizational skills and experience with human resources. This candidate must also possess both good oral and written communications skills to interact with a diverse Board of Directors and a wide array of key community stakeholders.

Education and Experience

- a. Minimum two years of experience managing in an office environment.
- b. Demonstrated understanding of HR, records management and financial reports.
- c. Proficiency in QuickBooks, and commonly used computer programs, e.g., Microsoft Office products (Word, Outlook, Excel).
- d. Ability to work both independently and as part of a diverse team.

Additional Desirable Qualifications

- a. Residence in the Redwood Region
- b. Experience with Internet Technology (IT) systems
- c. Experience working with and interest in the communities of the Redwood Region
- d. Experience working with a nonprofit
- e. Experience with fundraising, including private & government grants
- f. A strong desire to be part of a dedicated and hard-working team.
- g. A good sense of humor.

Process

Please submit a letter of interest, outline of qualifications, salary requirements and references to: mark@rffi.org. Applications will be accepted until the position is filled, with review of applications beginning on **Tuesday, May 1st**.

Refer questions to Mark Welther, RFFI President/CEO at or mark@rffi.org or (510) 459-1131.

For additional information on RFFI or URFC, please visit www.rffi.org.

RFFI is an Equal Opportunity Employer who fully and actively supports equal access for all people.