

DIRECTOR OF FINANCE & ADMINISTRATION
African Parks Foundation of America

This is a critical senior management role, responsible for ensuring effective financial management of the US fundraising entity of Africa's leading conservation organization. We are looking for an entrepreneur, ideally passionate about nature and conservation in Africa, but most importantly excited about joining a team on a growth trajectory to take it to the next level.

African Parks is a non-for-profit organization – founded and headquartered in Africa – that takes on the complete responsibility for the rehabilitation and long-term management of national parks and protected areas in partnership with governments and local communities. With 22 parks in 12 countries and more than 20 million hectares of nature under management, providing vital ecosystem services to millions of people, African Parks is one of the leading players in combatting climate change and biodiversity loss in Africa. We conserve, rehabilitate and sustain natural capital in some of the most iconic landscapes across the following countries: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, the Republic of Congo, Malawi, Mozambique, Rwanda, South Sudan, Zimbabwe and Zambia.

Over the past 5 years, African Parks has tripled in size and consequently its annual budget to close to \$US 100 million in 2022, with a significant share of its funding coming from the US. The organization aims to continue on this growth trajectory and aims to significantly strengthen its US operations over the coming years.

Reporting to the Executive Director (ED), the **Director of Finance and Administration** will be responsible for the oversight of all financial systems for African Parks Foundation of America (APFA) including banking, investments, audits, tax filings, accounting, budgeting, legal and non-profit compliance, corporate registrations, and payroll. On a need's basis, the Director will also be expected to assume other administrative functions which will be aligned on with the ED as they come up.

Key responsibilities include:

- In close collaboration with the ED, lead the financial management of the foundation, including the creation of monthly, quarterly, and annual financial reporting materials
- Lead budgeting, financial planning, cash flow and coordination of audit activities and tax filings, as well as accounts payable/receivable, payroll and management of various online portals for individual donations
- Lead the relationship with the APFA Board's Finance and Audit Committee that is responsible to strengthen APFA's financial position and ensure compliance with legal requirements as per the 501c3 status of the foundation
- Lead the relationship with African Parks' Finance Team and work closely with the CFO of the organization to ensure effective and compliant funding for African Parks' operations in

Africa. With external support, monitor temporary net assets and their release to projects in Africa

- Support the APFA team with expert knowledge on technology and systems and work with the African Parks Head Office team to ensure alignment between systems
- As a member of the senior management team of APFA – lead the growth of the organization, ensure a strong collaborative culture within the US Team and with colleagues in Africa

Qualifications:

The Director of Finance and Administration will have at least 10-plus years of experience, with at least five years managing the finance and administration of an organization with at least a \$2.0 million annual budget. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas. Knowledge of wildlife conservation would be helpful, but not mandatory. Nonprofit experience and experience with 501c3 compliance is a must. We have a strong preference for someone who has operated in a fast-growing environment where fundraising is key. Location is remote with ability to travel to New York for onboarding and regular meetings.

Specific requirements include:

- Demonstrated experience in financial management and accounting
- Experience with audit, legal compliance, and budget development
- Proven effectiveness managing others, empowering them to make decisions
- Technologically savvy, with experience overseeing information technology staff or vendors
- Ability to communicate effectively with donors/clients, colleagues, board members and partners
- Proven track record of initiative taking to support growth or efficiencies of processes
- Bachelor's degree required, MBA or CPA preferred
- Experience with Quickbooks and Salesforce preferred

Personal Characteristics

- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral
- Demonstrated resourcefulness and good judgment
- Hands-on, pro-active and leads by example
- Values diversity of thought, backgrounds and perspectives
- Ability to multitask while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as team develops
- Connection to the mission of African Parks

Interested candidates should submit their resume and a cover letter to apfahr@africanparks.org