



## **Business Manager**

Reports to: Executive Director  
Location: On location with flexibility for occasional remote work  
Employment status: Full Time

Willowsford Conservancy manages 2,300 acres of land in Loudoun County, Virginia, comprised of a 200-acre farm and 2,100 acres of woodlands, meadows, and wetlands preserved for the Willowsford community, a development of more than 2,700 homes in four neighborhoods. The only “agrihood” in the Washington, DC area, Willowsford is part of a growing movement for residential environmental sustainability where healthy people and healthy land coexist.

The Conservancy was established more than a decade ago to protect land and promote conservation and sustainable farming so that people in the Willowsford communities discover a deeper connection to nature and to each other. The Conservancy integrates a working farm with community-supported agriculture (CSA) shares and nearly 40 miles of trails, camping amenities, and other recreational facilities to promote connection to nature. In addition, our team engages with the greater community through events and educational programs, volunteer opportunities, and various communication channels.

Visit [www.willowsfordconservancy.org](http://www.willowsfordconservancy.org) to learn more.

## **Overview**

The Willowsford Conservancy seeks a motivated and organized Business Manager to join our team and support the organization’s accounting, operations, and human resources. The position is responsible for improving our systems and processes, streamlining operations while supporting a team of 14, and working with our Board. The ideal candidate will be a professional with team management and operational experience looking to support mission-driven work. The Business Manager will enjoy interacting with people, facilitating efficiencies, and collaboration. Ideally the candidate has an interest or passion for sustainable farming and/or the outdoors.

## **Responsibilities**

### Finance

- Work with the Executive Director and Board on implementation of accounting and finance-related systems, policies, and procedures.
- Record and process financial transactions including activity from vendors, online merchant services, and banking activity.
- Manage cash flow, accounts payable, accounts receivable. Record journal entries. Reconcile accounts.
- Prepare monthly, quarterly and annual financial reports.
- Assist with annual budgeting process.
- Coordinate completion and filing of annual audit and non-profit tax returns (Form 990).
- Ensure fiscal compliance and GAAP Standards.

## Operations

- Support and optimize efficiencies across our teams.
- Log insurance lists of assets and complete filings with county for tax-related items annually.
- Manage and maintain Conservancy records and update process documentation.
- Track data and trends related to business units and metrics related to implementing our work.
- Respond to resident inquiries regarding Conservancy lands, trails, programs, and volunteer activities, and provide intentional and quality resident/customer service.
- Manage our camping & amenities booking system and workflow.
- Support special projects, as needed.

## Human Resources

- Manage HR, prepare payroll, run our benefits program, and maintain related records.
- Lead onboarding and offboarding of staff and periodic updating of employee manual.
- Assist with managing health and safety program; maintain policies and records.
- Implement staff trainings on topics, such as safety, management, etc.,

## Qualifications

- 5-8 years of experience in business or office management and/or project management.
- Self-directed problem solver, creative thinker, and experience in systems thinking.
- Experience with QuickBooks and accrual-based accounting preferred.
- Adeptness at web-based platforms for organization and tracking, such as Excel, asana, etc.,
- Team player who is collaborative with strong communication skills.
- Occasional travel between team offices/sites is needed (valid driver's license required).
- Must be authorized to work in the U.S.
- Interest in land conservation, environmental practices, organic food production or other mission-related intersections.
- Preference given to candidates with bachelor's degree in business or related field.

## Salary and Benefits

The salary is between \$72,000-\$77,000 dependent upon experience. Benefits include medical, dental and vision insurance, short-term and long-term disability, 401(k) retirement plan with employee contribution, phone stipend, parental leave, paid vacation, and holidays.

## Location & Work Expectations

The Business Manager will need to be on-site at our office with some flexibility for working remotely. The position will also require periodic attendance at events held in the evening and on weekends where we engage with community members, residents, and our work colleagues.

## How to Apply

Please submit a resume, brief cover letter outlining why you are interested in the position, and salary requirements to Sophie Lambert, Executive Director, at [slambert@willowsfordconservancy.org](mailto:slambert@willowsfordconservancy.org) (with subject line ATTN: Business Manager). Selected candidate will need to successfully complete a pre-employment background check (since we work with minors through our engagement activities) and provide references.

- The candidate must be willing to relocate to this area and be able to legally work in the U.S.