



ANNOUNCEMENT OF OPEN POSITION

- Title of the position:** Senior Director of Operations & Finance
- Location:** Delaware & Lehigh National Heritage Corridor Headquarters/
National Canal Museum
2750 Hugh Moore Park Rd, Easton, PA 18042
(Expect a mix of field work, in-person office work, and work from home according to the needs of the position and the team)
- Reports to:** Executive Director
- Term of Employment:** Full-time, Exempt, 40-hour week
(semi-flexible work schedule, will require occasional evenings/weekends)
- Compensation:** \$72,000 - \$80,000 annual salary, plus benefits

Delaware & Lehigh National Heritage Corridor (DLNHC) helps residents of the Corridor connect with our area's rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historical resources. Through education, conservation, historical preservation, and economic development, we enrich our community now and preserve our environment and history for future generations of residents and visitors.

Description: The Senior Director of Operations and Finance is responsible for the leadership and final oversight of all non-program-specific fiscal, operational, and human resource management efforts and personnel within the DLNHC. He/she/they will play a critical role in strategic decision-making for the organization, alongside the Executive Director and the rest of the leadership team.

Position Responsibilities:

- Actively participate in senior-level decision-making. Work closely with the leadership team and the Board of Directors as needed.

- Provide direction and support for direct reports, engaging team members in collaborative planning and decision-making, giving performance feedback, ensuring team members have the resources necessary to succeed, and providing coaching and guidance to help team members reach their growth goals.
- Represent the DLNHC's interests to partners, donors, legislators and the community.
- Accomplish DLNHC's fiscal, development, and operational initiatives as listed below, either directly or through delegation, along with any additional duties as assigned.
- Provide leadership and oversight of DLNHC's organization-wide advancement and development initiatives:
 - Articulate clear and achievable yearly fundraising goals to support the operational budget and develop a high-level strategy to reach those goals.
 - Provide direction, oversight, support and accountability to the Fundraising Specialist and Development Assistant in their efforts to fulfill yearly fundraising goals and to evaluate/augment existing grants and giving efforts.
 - Engage the Board of Directors in the active solicitation of funds from donors and funding organizations.
 - Oversee the identification and prioritization of solicitation tasks and lead the efforts to research new prospects and develop new solicitation strategies for a broad range of prospects.
 - Create and monitor the National Park Service cooperative agreements, including managing the yearly task agreement and all required reporting.
 - Apply for quarterly draws on federal appropriations through ASAP.gov.
 - Ensure the quarterly completion and submission of all federal forms and performance reports required by the National Park Service, and keep organization status up-to-date in SAM.
 - Oversee the creation of budgets for all non-program-specific grants, track expenditures and submit all necessary reporting.
- Provide leadership and oversight of DLNHC's operational and human-resource management initiatives:
 - Oversee the development and implementation of organizational policies and procedures and ensure understanding and compliance from team members across the organization in partnership with department directors.
 - Provide direction and oversight to the Facilities & Infrastructure Manager for the management and maintenance of all office systems and facilities, the creation and implementation of long-range facilities plans, the development of emergency planning procedures, and the implementation of security and cyber-security measures.
 - Ensure compliance with employment laws and operational best practices for non-profit organizations, including compliance with state and federal reporting obligations and charity registration requirements.
 - Manage the relationship with DLNHC's HR consultant organization, and oversee recruiting, onboarding, off-boarding, employee check-ins, exit interviews, policy

review, professional development initiatives and other HR activities across the organization.

- Evaluate organizational insurance policies to ensure the organization is adequately covered.
- Maintain confidential employee records and information and oversee confidential document retention and disposal procedures.
- Oversee payroll and benefits administration.
- Provide leadership and oversight of DLNHC's financial and budgetary initiatives:
 - Communicate financial trends and needs to the Executive Director, DLNHC Board, and team members through financial reports, updates and presentations as necessary.
 - Ensure all fiscal policies, procedures and documentation adhere to industry best practice and comply with any additional requirements from governmental or accreditation organizations.
 - Provide direction and oversight to bookkeeping staff or consultants for timely and accurate bookkeeping, bank deposits, receivables, payables, account reconciliation and other duties.
 - Lead the annual operational budget development process in conjunction with the organization's program needs and fundraising goals.
 - Monitor and enforce adherence to grant-related budgets through the management of people and systems, and adapt budgets and development strategies as necessary to ensure healthy financial operations.
 - Manage the annual audit process and serve as the primary liaison with the audit firm.
 - Negotiate, prepare and monitor all vendor and consultant contracts.
 - Oversee the preparation of financial reports for donors as necessary, including grant budgets and grant budget variance.
 - Oversee tax preparation and filing.
 - Oversee balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and prepare month-end close.

Consults/Works Closely With:

- Executive Director
- Director of Trails & Conservation
- Director of Museum & Education
- Communications Coordinator

Supervises:

- Fundraising staff
- Facilities staff
- Finance staff and consultants

Qualifications:

- At least 15 years of professional experience, with a minimum of 10 years of broad nonprofit financial, fundraising, and/or operations management experience.
- Proven track record of successfully implementing financial, operational and human resources best practices within a non-profit organization.
- MBA, CPA, or B.A. in Non-Profit Management, or related degree preferred.
- Ability to lead teams with different skills and priorities towards shared performance goals.
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines.
- Excellent communications skills, with proven ability to build strong relationships and lead the adoption of new policies and procedures
- Integrity, honesty, reliability and dedication to the mission of D&L
- Demonstrated preparation, analytical and multi-tasking skills, attention to detail and ability to prioritize workload to meet deadlines.
- Flexibility, interest in acquiring new skills, professional manner, cultural sensitivity, and a friendly, problem-solving personality

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work requires a variety of physical activity including standing, walking and sitting for extended periods. The position may occasionally involve working outside in various kinds of weather, and may require the ability to work non-standard hours as the need arises.

Scheduling Requirements: This is a full-time position during standard days and hours of work, however, the position may require the ability to work some evenings and weekends to attend events and support DLNHC activities and programs when the need arises.

Work Environment: The work environment here is representative of that encountered by the employee while performing the essential functions of the job. Job duties require working in an office setting, and occasionally in an outdoor environment or off-site for meetings and events. The noise level in the office environment is usually moderate due to the open office layout with a high

level of activity on phones, computers, printers, etc. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave, various types of leave of absences, health and disability insurance, participation in the DLNHC 403(b) retirement plan, paid nature time, employment term DLNHC membership benefits, branded clothing, and opportunity to use DLNHC outdoor recreation supplies.

Background: Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, DLNHC merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an American Alliance of Museums (AAM) accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the DLNHC organization complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.