

Chief Financial Officer (CFO)

Reports to: CEO

FMLA Status: Full Time, Exempt

South Salem, NY (Onsite)

Position post date: August 17, 2026

Position Overview

The Wolf Conservation Center (WCC) is a 501c3 non-profit environmental education organization in South Salem, NY that advances the survival of wolves by inspiring a global community through education, advocacy, research, and recovery.

The CFO is responsible for overseeing all aspects of the Center's \$3M business operations, including HR, finance, and operational administration. Reporting directly to the CEO, the CFO will play a crucial role in developing and implementing strategic plans, policies, and procedures to optimize WCC's capabilities as we grow during a full campus renovation in 2026 and 2027.

Duties and Responsibilities

Business Management

The CFO is responsible for the operational and financial responsibilities associated with running the Center, including but not limited to:

- Planning and executing of all financial planning, accounting, budgeting, and forecasting to optimize resource allocation and utilization, secure necessary Board approvals, and manage the organization Budget.
- Sharing regular reports and updates for the CEO and senior management on business performance, market trends, and strategic initiatives.
- Overseeing business operating systems, such as those for accounting, data management, fundraising, etc., ensuring they are fully deployed, updated, and operational to efficiently meet the needs of all functions.
- Tracking key performance indicators (KPIs) and operational metrics to track progress and identify areas for improvement.
- Implementing initiatives to enhance employee productivity, engagement, and development.
- Fostering a culture of continuous improvement and innovation within the organization.
- Maintaining relationships with key stakeholders, including volunteers, suppliers, and business partners.
- Staying informed about industry trends, market dynamics, and competitive landscape to inform business decisions.

- Identifying and mitigating operational risks to safeguard the Center's assets and reputation.
- Contributing to the development of WCC's strategic planning.
- Developing and implementing all operational strategies aligned with the Center's annual and strategic objectives.
- Collaborating with department heads to ensure cross-functional alignment and effective communication.

Functional Oversight and Management

The CFO provides oversight of many functional areas of the Center as well as being a key liaison to the Board. This includes:

- Overseeing day-to-day operations, including the people and vendors managing IT, Finance, HR, and Facilities.
- Directly managing an accountant, Director of Operations, Director of Innovation and Technology, and an HR consultant.
- Completing 990 and Audit processes in a timely manner in collaboration with the CEO, Accountant, auditors, and Board, as needed.
- Managing Board of Directors (BOD) Committees for Facilities and Finance.
- Depositing all fundraised and earned income.
- Supporting the CEO in carrying out their duties vis-à-vis the Board, including Board meetings, BOD Committee meetings, and other interactions.

Operations & Facilities Management

The CFO's oversees the operation, maintenance and oversight of the Center's sprawling campus, including the build of a brand-new state-of-the-art facility, which broke ground in August 2026. The following responsibilities will support the CFO in overseeing this initiative:

- Managing the team for the new campus build, including project management and budgetary oversight.
- Serving as the primary contact for the Facilities and Grounds committee of the Board.
- Ensuring safe, efficient operation of all facilities in accordance with OSHA and other regulatory standards.
- Collaborating with and supporting Animal Care in their use of the campus to maintain the WCC's wolf population.

Qualifications

- Interest in advancing the mission, vision, and values of the Wolf Conservation Center.
- 10+ years of professional experience in operations, accounting, business administration, or other related work.

- Demonstrated experience managing team(s) as well as outsourced vendors.
- Ability to lead and inspire action in others; a strong sense of personal responsibility and the ability to hold others accountable.
- Meticulous attention to detail and ability to operate with a high degree of professionalism.
- Excellent time management, planning, and organizational skills.
- A conscious and capable communicator with an eye for written and visual communication.
- Ability to multi-task and work well independently and as a team.
- Proficiency with QuickBooks and Office 365, including Outlook, Teams, Word, Excel, and PowerPoint. Knowledge of Blackbaud Raiser's Edge preferred.

Education/Experience

Bachelor's degree (B.A./B.S.) in Accounting or Business Administration from a four-year college or university, advance degree preferred.

Compensation

The salary for this role is \$100,000 - \$125,000 per year, based on experience. Salary ranges at WCC are standardized based on role level and function. The Wolf Conservation Center has a robust benefits package including health, dental and vision coverage, a 401K match, and generous vacation time.

Applications

Please submit a resume and cover letter to:

Careers@nywolf.org