Maliasili is a dynamic and innovative organization that is taking a different approach to drive conservation impact in Africa. We find the best local African conservation organizations and make them better by strengthening their organizational performance, leadership, and resourcing so that they can achieve greater impact. Our partner portfolio includes outstanding local and national organizations working at the forefront of wildlife conservation, land restoration, and coastal fisheries. Our partners’ are pioneering conservation approaches grounded in community and indigenous land rights, generating economic opportunities from nature-based businesses, and restoring ecosystems across many of Africa’s most important landscapes.

Since its founding over a decade ago, Maliasili has built a portfolio of roughly 30 partners working across over 35 million hectares of critical landscapes and ecosystems in seven countries. We have helped our partners generate or leverage more than $15 million in funding for their work; developed a growing set of tools to help improve their organizational performance, and supported many of our partners to significantly grow their impacts in the field. Our goals are to build a portfolio of Africa’s best local conservation organizations, help them collaborate and learn from each other, and scale up their community-based conservation work on the ground and their leadership capacity within the conservation field.

Maliasili’s 2025 strategic plan describes an ambitious growth trajectory focused on tripling our portfolio of partners, expanding our geographic reach, and catalyzing a new generation of African conservation leadership. A key plank of our strategy is to step up Maliasili’s role in mobilizing resources to support our growing portfolio, while influencing a shift in conservation funding towards greater and better investment in local organizations.

Manager - Finance & Administration

The Manager will provide a range of support for Maliasili’s financial operations and administration, including accounting and bookkeeping oversight, financial reporting, audit coordination, and fiscal sponsorship. The Manager will work closely with the Associate - Finance & Administration and the Coordinator - Finance & Administration and report to the Director - Finance & Administration. The Manager’s responsibilities include but are not limited to the following:

**Budgeting:** Manage Maliasili’s budget process, including annual budgets, grant and project budgets, and related reporting. Identify and communicate on budget needs related to operations and programs. Support inclusive budgeting and team engagement at appropriate points in the process.

**Accounting:** Manage the organization’s accounting processes and procedures. Ensure accuracy and completeness as part of the organization’s robust financial management. Supervise Maliasili’s contracted bookkeeper and coordinate Kenya accounting with the Associate.
**Reporting:** Provide accurate, complete, and timely financial reports for the executive team and board of directors, including monthly and quarterly reports as well as relevant grant and project budget reports. Coordinate reporting with the Associate.

**Audit and Tax Reporting Coordination:** Coordinate the US annual audit and tax filing process. Ensure accessibility and timely support during audit fieldwork. Develop modifications to internal controls and segregation of duties in response to audit recommendations. Ensure thorough compliance with financial policies and procedures to support Maliasili’s robust financial management.

**Fiscal Sponsorship:** Develop and implement Maliasili’s fiscal sponsorship program. Ensure documents, processes, and procedures are compliant with IRS rules and regulations. On a regular basis, review the program for necessary changes and updates based on emerging rules and regulations.

**Compliance:** Ensure timely and accurate annual reporting to relevant state governments, including Delaware, Colorado, and Vermont. Maintain Maliasili’s profiles on various regulatory websites, including SAM.gov and Dun & Bradstreet.

**Competencies**

The successful candidate for this position will have the following skills and competencies:

- Depth of knowledge in Generally Accepted Accounting Principles and familiarity with nonprofit accounting systems and practices, including IRS 501(c)(3) compliance;
- Mastery of Excel and knowledge of Quickbooks and/or other accounting software;
- Familiarity with online remote working platforms, such as Google Suite and Slack;
- Strong written and oral communication skills;
- Ability to work autonomously as part of a remote, diverse, and growing team;
- A creative, problem-solving mindset and can-do attitude;
- An interest in environmental conservation and our mission of support to local conservation organizations; and
- A sense of humor.

**Reporting**

The Manager - Finance & Administration reports to the Director - Finance & Administration.

**Location**

This is a remote, work from home position, preferably located in the United States.

**Compensation and Benefits**

The beginning salary range for this position is $55,000-$65,000, commensurate with experience. Other benefits include health insurance, 401(k) retirement plan, home office stipend, and unlimited, discretionary paid leave.
**Process**

Interested candidates can apply by sending a cover letter and resume to [recruitment@maliasili.org](mailto:recruitment@maliasili.org) by July 24, 2022. We will conduct three rounds of interviews and anticipate the process to last approximately four weeks from July 25.