



Finance & Administration Program Manager

Full Time | Sacramento with a Hybrid Schedule
Salary Range: \$40k - \$60k Annually + Benefits





Position Overview and Job Responsibilities

California ReLeaf is seeking a full-time Finance and Administration Program Manager for immediate hire who is dedicated to supporting grassroots efforts to protect and enhance California's urban and community forests. This incredible role offers the opportunity to join a mission-driven organization and work with an amazing team as well as a large network of local urban forest nonprofits who are making significant environmental impact on communities across California!

The ideal candidate will be committed to diversity, equity, and inclusion, demonstrate superior ability to multi-task, ability to gracefully pivot on shifting priorities with a creative and flexible problem-solving approach, proven project management skills, knowledge of budgeting, bookkeeping, and accounting experience.

The Program Manager will work closely with the Executive Director on all aspects of program development and management, serving as the lead team member for the organization's financial and administrative functions, as well as supporting grant proposals and ReLeaf sub-grant programs.





Education, Experience, & Skills

- Strong knowledge of budgeting, bookkeeping, payroll, and accounting practices—as well as experience with QuickBooks.
- Bachelor's degree and/or work experience in accounting, nonprofit and grants administration, or related fields.
- Work with the grants team to complete monthly and quarterly billing as needed, including compiling financial information, preparing invoices per funder requirements, and verifying the accuracy of information prior to submission.
- Ability to support grant proposals as well as ReLeaf sub-grant programs and sub-grantees.
- Helpful to have knowledge of indirect cost rates and government funding compliance.
- Proven project management skills: planning, prioritizing, and organizing.
- Strong, inclusive communication skills: listening, coaching, writing, and presentation skills.
- Awareness and attentiveness to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Understanding of nonprofit, mission-based organizations and ability to build partnerships with other organizations and community groups.
- Intermediate to advanced computer skills across various programs and online tools, including QuickBooks, Microsoft Office Suite, SharePoint, Google Docs, and Zoom.



Desired Qualifications

- Spanish bilingual preferred.
- Understanding of nonprofit, mission based organizations.
- Advanced skills with Microsoft Excel and QuickBooks.
- Bachelor's degree in accounting or nonprofit management or something similar.
- Knowledge of arboriculture, horticulture, and or natural resources is helpful.



About California ReLeaf

For over 30 years California ReLeaf's mission has been to support grassroots efforts and build strategic partnerships that preserve, protect, and enhance California's urban and community forests. With the ReLeaf Network of 75+ member organizations, California ReLeaf works statewide to promote alliances among community-based groups, individuals, industry, and government agencies – encouraging all partners to contribute to the health and livability of our cities and the protection of our environment by planting and caring for trees.





Hiring Statement

California ReLeaf is an Equal Opportunity Employer. California ReLeaf is committed to leading with diversity, equity, and inclusion (DEI) as our guide in nonprofit programming to attract, develop and retain exceptional people, and create a work environment that is dynamic, rewarding, and enables each of us to realize our potential. California ReLeaf's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/ or state in which you are working.

For more information on California ReLeaf, please visit <https://californiareleaf.org/>



Compensation and Benefits

Salary

The salary range for this position is \$40,000 - \$60,000 annually. Excellent benefits include health care, dental and vision care coverage, monthly contribution to an employee retirement account, paid holidays, vacation, and sick leave.

Health Insurance

Medical Plans – California ReLeaf offers a choice of medical plans through CalNonprofits, to include and not limited to Kaiser and Sutter Health Plans. Employees working 20 hours or more per week are eligible for pro-rated medical, vision, and dental benefits. California ReLeaf covers a portion of eligible employee's health care premiums up to \$650.00 per month.

Retirement

California ReLeaf employees may enroll in the SIMPLE IRA program, which is a retirement savings plan. California ReLeaf will match employee contributions up to 3% of the employee's compensation for the year.

Life Insurance

California ReLeaf provides employees with a basic Life and Accidental Death & Dismemberment Insurance Plan, administered by UNUM.

Vacation Accrual

Full-Time employees starting in their first year may accrue up to ten hours per month, which is the equivalent of three weeks per year of vacation hours.

Employee Assistance Program (EAP)

California ReLeaf offers access to an Employee Assistance Program, administered by UNUM.



Additional Information

This is a full-time position, working 40 hours per week. California ReLeaf offers a 2/3 hybrid work schedule. Tuesdays, Wednesdays, and Thursdays are designated in-office workdays. Mondays and Fridays are designated remote working days. California ReLeaf's office is located in Midtown Sacramento at 2115 J Street, Suite 213.



How To Apply & The Selection Process

Application Deadline: Open until the position is filled.

How to Apply: To be considered for this opportunity, please submit the following to Cindy Blain via email at cblain@californiareleaf.org:

1. **Your résumé.** Résumés should reflect years and months of employment and beginning and ending dates.
2. **Three work-related references.** (Who will not be contacted without prior notice.)
3. **A cover letter** explaining how your skills and experience fit the needs of the position

Selection Process: Applicants with the most desirable qualifications based on a screening of the application materials against the minimum qualifications will be invited to continue in the next step of the selection process. The next step may include a telephone call, an interview, and/or other selection process determined by the organization.

Questions?

Contact Cindy Blain, California ReLeaf's Executive Director, by email at cblain@californiareleaf.org or call 916.407.8234.



California ReLeaf supports grassroots efforts and builds strategic partnerships that protect, enhance, and grow California's urban and community forests.