



RECRUITMENT PROFILE DIRECTOR OF FINANCE AND OPERATIONS

OUR MISSION

Leave No Trace is an international nonprofit organization that protects the outdoors by teaching people how to enjoy it responsibly. Rooted in science and research, Leave No Trace provides practical education that reduces human impacts on the natural world while ensuring people can continue to enjoy meaningful outdoor experiences.

For more than 30 years, Leave No Trace has worked at the intersection of environmental stewardship, outdoor recreation, education, and behavior change. Through research-driven education and partnerships, we help individuals, communities, land agencies, and organizations protect the places they love.

2026 ORGANIZATIONAL SNAPSHOT

Leave No Trace has an operating budget of \$2.4M in 2026. The organization currently has 16 office and field-based staff, over 80K trained educators, over 500 diverse corporate, educational, and environmental partners, and 34 contributing scientists. Further, Leave No Trace has international branch organizations in Canada, China, Ireland, Japan, South Korea, and New Zealand, with trainers in over 100 countries worldwide.

OUR VISION

We envision a world in which all people enjoy and responsibly protect the outdoors. As visitation to natural spaces increases and public lands face growing pressures, Leave No Trace believes education is one of the most effective and scalable conservation tools available. Our goal is not simply to reduce impact, but to help create a lasting culture of stewardship embedded into how people recreate, travel, and connect with nature.

OUR VALUES

Science-Based Action

Our work is grounded in environmental and behavioral science. We continually evolve our educational framework through research and collaboration to ensure our programs remain credible, effective, and relevant.

Collaboration and Partnership

Leave No Trace believes conservation requires collective action. We work alongside land agencies, nonprofits, outdoor brands, tourism organizations, educators, and communities to expand impact and embed responsible practices into systems and culture.

Education Over Regulation

We believe people want to do the right thing when equipped with practical knowledge and tools. Our approach focuses on positive engagement and shared stewardship.



Stewardship Through Personal Responsibility

We believe every action matters. Leave No Trace empowers individuals to understand their role in protecting the outdoors for future generations.

Where We Are Going: Standard of Care for the Outdoors

Leave No Trace is entering an important new chapter. As outdoor recreation and tourism continue to grow worldwide, expectations around responsible stewardship and sustainable visitation are becoming increasingly important across industries, agencies, and communities.

Our long-term vision is to cement Leave No Trace as the standard of care for the outdoors: the trusted, science-based framework that defines responsible interaction with natural environments.

To achieve this vision, Leave No Trace is:

- Expanding partnerships with corporations, tourism organizations, and land agencies
- Growing scalable digital education and certification programs
- Increasing research and measurement capabilities
- Deepening public awareness and cultural relevance
- Embedding Leave No Trace principles into recreation systems and outdoor experiences worldwide
- Building long-term financial resilience and operational capacity

Importantly, Leave No Trace continues to balance broad public education with institutional partnerships. We believe lasting impact requires both individual behavior change and systemic adoption.

THE OPPORTUNITY AHEAD

The next Director of Finance and Operations will play an important role in helping Leave No Trace navigate this pivotal moment.

As the organization evolves, this leader will help strengthen financial systems, support strategic growth, guide operational excellence, and ensure long-term sustainability. Working closely with the executive team and Board of Directors, the Director will help translate the mission into a scalable organizational strategy.

This is an opportunity for a financially sophisticated, mission-driven leader to help shape the future of one of the world's most recognized outdoor stewardship organizations, at a time when its work has never been more important.

DIRECTOR OF FINANCE AND OPERATIONS

The Director of Finance and Operations reports to the CEO/Executive Director and is responsible for the organization's overall financial health and operational performance. This includes developing and implementing financial policies and procedures, accounting, financial controls, budgeting, financial reporting, and investment activities. Key areas of responsibility include:

Financial and accounting aspects for Leave No Trace:

- Annually – budgeting, external financial audit, federal 990 tax return
- Quarterly – financial reporting to the full Board
- Monthly – financial reporting to the Executive Committee, Senior staff, and Development Team
- Oversee, implement, and continually evolve internal control structure to safeguard the Center's assets
- Conduct financial assessments for all significant strategic or operating initiatives
- Ensure all local, state, and federal tax, payroll and other required filings are made on time
- Maintain banking relationships (primary and secondary operating accounts, Bank CD Accounts, Payment Processors, Investment Account)
- Ongoing Accounting: accounts payable, accounts receivable, general ledger accounts, reconciling all bank statements, reconciling credit card charges, monthly and year-end closing procedures
- Final review for all significant contracts and agreements that the organization enters into
- Manage one direct report who handles all day-to-day aspects of the online store and light accounting functions

Human Resources:

- Maintain organizational compliance with all relevant employment laws
- Oversee and process semi-monthly payroll through a third-party provider (ADP)
- Evaluation and implementation of all employee benefits, including Health, Dental, Worker's Compensation, Retirement, etc. Liaison with all third-party benefit providers
- Third-party background checks for incoming staff with direct public interface

Insurance:

- Primary liaison with all third-party insurance providers: broker for business liability, professional liability, Auto, Camps & Clinics, and D&O policies, as well as second broker for health, dental, Life/AD&D policies

Development Team Support:

- Provide timely monthly financial reports for review by the development team (actual vs budget, actual vs prior year)
- Build budgets for all large grant proposals, cost share agreements, etc.
- Oversee third-party vendor with filing of 40+ State Charitable Registrations, review all registrations prior to filing, sign or source necessary signatures from ED, Board Chair, Board Treasurer, etc.

Technology:

- Oversee all in-house hardware and software needs, procurement and negotiations, setting up, troubleshooting and liaison with third-party vendors when needed
- Oversee third-party providers of internet, phone, and cellular
- Oversee website and database support and hosting by third party. Initial trouble shooting with functionality issues, and either resolving or managing support ticket process
- Utilizing Gmail platform, manage all staff emails, distribution lists, controls etc.
- New hire set-up with hardware & software solutions, and access control upon termination

Facilities:

- Oversee all utilities, vendors (snow removal, heating & air conditioning service, general maintenance, landscaping and exterior maintenance)
- Lead on all maintenance and improvements to facilities

Salary Range: \$100,000–\$120,000 annually, commensurate with experience. Benefits include comprehensive health insurance, dental insurance, retirement benefits, and a generous paid time off and vacation package.

At Leave No Trace, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. Leave No Trace believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

For more information, please contact Adam Forest:

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