



Human Resources and Finance Manager

Position Summary and Purpose:

The Vermont Association of Conservation Districts (VACD) is seeking an experienced, knowledgeable, and hands-on manager to lead the organization's human resources and finance functions and to provide Vermont's 14 Natural Resources Conservation Districts with human resources support and guidance. This position is fully remote, with occasional in-person meetings throughout Vermont.

VACD Duties

Oversee human resources and legal compliance for a nonprofit with approximately 25 staff, including:

- Managing hiring process for all new staff, coordinating with the Natural Resources Conservation Service (NRCS) and other agency partners as appropriate
- Developing and maintaining job descriptions in coordination with the VACD Executive Director and the NRCC Administrator
- Ensuring compliance with all applicable state and federal laws and regulations
- Overseeing benefits programs, including a Section 125 Cafeteria Plan, 401k plan, and Family and Medical Leave Insurance plan.
- Providing trainings for staff, as needed, including topics such as:
 - Employee management and supervision
 - Conducting employee evaluations
 - Employment law, such as fair employment practices and reasonable accommodations
- Participating or assisting in employee evaluations, as needed
- Developing and updating human resources policies and procedures
- Conducting market analysis for salaries and benefits, as needed
- Advising the VACD board on human resources issues, as needed
- Onboarding new staff
- Working with the VACD Executive Director and NRCC Administrator to identify training needs and options for external training
- Taking part in district manager meetings and VACD staff meetings
- Assisting with organizing day-long district manager and VACD staff gatherings, as needed
- Maintaining personnel files and all required documentation

Assist Executive Director, Director of Operations, and Grants Managers with financial management and oversight, including:

Day-to-Day Financial Operations

- Managing payroll
- Monitoring cashflow

Grant & Program Financial Support

- Assisting with grant and program accounting, invoicing and financial reporting
- Assisting with subgrantee invoice review for completeness and compliance
- Assisting with tracking grant expenditures and deliverables in coordination with program staff

Financial Reporting & Reconciliations

- Supporting preparation of financial materials for leadership and the board
- Assisting with annual budget preparation

Natural Resources Conservation District (NRCD) Support Duties:

Provide human resources, policy, and legal compliance support to 14 units of local government, including:

- Support district hiring processes when requested
- Provide HR trainings for district staff and managers
- Assist districts with identifying and evaluating benefit options
- Draft recommended HR policies and staff handbook for districts and provide revisions when needed
- Assist with onboarding of new district staff when requested
- Research and identify training options for district staff and district managers (DMs) in human resources and other areas of organizational operations
- Advise DMs on compliance with federal and state law
- Advise DMs on employee evaluation process and resolving performance issues
- Develop sample job descriptions districts can use as a template
- Develop sample policy documents that districts can use as a template
- Conduct market analysis for salary and benefits for district positions, or conduct other HR-related research, as needed

Qualifications:

Education and Experience:

- Minimum of 5 years of experience working in human resources. Management experience preferred.
- Experience working with or within nonprofit organizations and local government entities.
- Educational background in human resources, organizational management, or related fields preferred.
- Experience with bookkeeping and financial management is preferred.

Skills and Competencies:

- Demonstrated strategic thinking abilities, with a proven track record of advancing organizational goals.
- Ability to work independently, with strong time management and organizational skills.
- Excellent written and verbal communication skills, including the ability to present complex information succinctly and clearly.
- Strong customer service mindset.
- Familiarity with employment law and best practices, particularly in Vermont and in both nonprofit and government contexts.
- Passion for conservation and environmental stewardship.

Key Relationships:

The Human Resources and Finance Manager will report to the VACD Director of Operations, work closely with the VACD Executive Director and have frequent contact with the staff of VACD and Conservation District managers.

Classification and Benefits:

The Human Resources and Finance Manager will be an employee of VACD, supporting both VACD and Vermont's 14 conservation districts. The starting salary range for this position is \$60,000 - \$70,000 annually based on experience. This will be a full-time, salaried, exempt position, with benefits and room for growth. Benefits include vacation, sick/personal and holiday leave, as well as an employer contribution towards health insurance and other benefits through a Section 125 "cafeteria" Plan, a 401k plan, and Family and Medical Leave Insurance (FMLI). This position is fully remote, with occasional in-person meetings throughout Vermont.

Application Process:

Interested candidates should submit a resume, cover letter, and contact information for two professional references through [the application form](#) by 5 PM, Friday, March 6, 2026. This position will remain open until filled.

Equal Opportunity Employer:

VACD is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, or veteran status.