



Chief Financial Officer  
Peninsula Open Space Trust  
Palo Alto, CA

Peninsula Open Space Trust (POST), one of the premier land trusts in the United States, is soliciting applications and nominations for a new Chief Financial Officer (CFO).

POST protects open space on the Peninsula and in the South Bay for the benefit of all. Since its founding in 1977, POST has protected more than 90,000 acres of permanent open space, farms, and parkland in San Mateo, Santa Clara, and Santa Cruz counties. Recognized for deep technical understanding of local lands and the expert ability to define and implement complex land protection and restoration projects, POST has been a local and national model for effective conservation. In recent years, POST has grown rapidly and expanded the size and scope of its impact with larger and more complex land transactions as well as long-term transformational conservation projects.

As POST continues its trajectory of growth and takes on even more complex and long-term conservation projects, the next CFO will provide strategic and operational leadership that ensures the organization continues to achieve its ambitious goals. Reporting to the President and partnering closely with the executive team and the Board of Directors, the CFO oversees the finance and operations teams and helps define and advance a service-oriented, collaborative culture across the entire organization. Joining POST at this moment represents a unique opportunity to support a successful, well-funded organization in achieving an even greater level of impact in its next chapter.

## ABOUT PENINSULA OPEN SPACE TRUST

Founded in 1977, POST is one of the premier land trusts in the Bay Area, California, and the nation. The organization's vision is creating a network of protected lands where people and nature connect and thrive. The lands are preserved forever so present and future generations benefit from the careful balance of rural and urban landscapes that make the region extraordinary. By working with a range of dedicated [partner organizations](#), relying on proven methods for land protection that have been refined across POST's nearly 50 years of history, and dedicating a stewardship team to each property, POST has acquired, restored, and protected over 90,000 acres of open space. POST's approach includes a commitment to

foster [diversity, equity, and inclusion](#) and strong relationships with [local indigenous groups](#). The organization has an operating budget of over \$40M and a staff of approximately 74.

POST uses five focus areas to take a holistic approach to sustaining the local ecosystem and spanning a variety of open space usages in the community:

- [Public Access Program](#)
- [Farmland Program](#)
- [Redwoods Program](#)
- [Wildlife Linkages Program](#)
- [Coyote Valley](#)

POST's work is also guided by its core values:

- **Nature Connects Us All:** We believe that we are part of an interconnected web of life and that diversity of all types creates strength and resilience. In our work, we strive to protect and heal the ecosystems that support our collective well-being.
- **Act Today for the Long-Term:** We take action today in ways that support our bold, long-term vision. We accept and balance the tension between the present and the future while staying true to our purpose.
- **Commit to Learning and Growth:** We are creative, curious and courageous in our approaches and willing to change course when necessary. We learn from our successes and mistakes.
- **Care About How We Work:** We believe all living things should be treated with dignity. We acknowledge the many injustices against people and nature. We are dedicated to strive for equity in our actions.
- **Honor Our Collective Strengths:** We have the most positive impact when we work together toward a shared vision. We catalyze, collaborate and complement to support the best outcomes for all.

In 2022, POST announced a [strategic plan](#) to envision the road ahead for the organization. The strategic plan centers three values at the core of the organization in order to best advance the fundamental mission of the organization: Preserve Biodiversity, Build Climate Resilience, and Create Equitable Access. In service to this strategic vision, POST recently completed a long-range plan that provides the financial structure to enable the organization to execute the strategic vision while creating enough flexibility to take advantage of unexpected opportunities that arise. In doing so, POST seeks to continue its acquisitional work in securing major key land parcels in the region while expanding non-transactional conservation projects.

In January 2025, Gordon Clark became the fourth President of POST. Gordon has served POST for 18 years in various land and fundraising roles, including as Vice President of Development for five years. The next CFO will join an executive team with the opportunity to help define and advance the organization in this new chapter.

## ROLE OF THE CHIEF FINANCIAL OFFICER

The CFO has overall responsibility for finance, accounting, operations, IT, facilities, and risk management for the organization. They oversee a staff of six, including direct oversight of the Director of Finance and Senior Manager of Operations, and serve as the staff liaison to three Board committees: Audit, Compensation & Budget, and Investment.

The CFO will lead the execution of the organization's long-range plan, ensuring the financial structures are in place to achieve POST's ambitious strategic vision. They will lead the annual budgeting process for the organization's operating budget of over \$40M, working closely with the executive team, senior leaders, and staff to build alignment around budget goals, increase transparency on the financial health of the organization, and ensure POST can achieve its mission while being mindful of financial cost.

Additionally, the next CFO will bring a forward-looking approach to POST's use of technology, especially the rapid advance of artificial intelligence technology. As the organization grows, they will ensure that systems and platforms align to the organization's needs and constantly seek ways to help staff achieve their goals even more efficiently.

The next CFO will be a strong cross-functional leader with a deep intellectual curiosity for the various projects and goals across the organization. They will bring deep expertise in finance, investments, audits, compensation, budgeting, operations, risk, and technology and will provide strategic leadership to the organization across these functional areas. In addition, the CFO will serve as a thought partner, developing creative solutions to complex problems and thoughtfully overseeing the growth of the organization in both size and scope. As a senior leader on the executive team, the CFO will be a significant contributor to POST's overall mission and a trusted advisor to the President.

In addition to the above, the essential job duties include:

### **Finance and Accounting:**

- Holds the role of Board Treasurer and ensures the integrity of all financial reporting and that proper internal controls and policies are in-place.
- Leads the annual budget and long-range plan processes. Presents budget proposals and long-range plans to the Board of Directors and Compensation & Budget Committee.
- Serves as staff liaison to the Compensation & Budget, Investment, and Audit committees of the Board of Directors.
- Partners closely with the Chair of the Investment Committee and investment advisor to manage POST's investment portfolio.
- Works with the company's public accounting firm to plan and conduct the annual audit.
- Oversees finance and accounting and is Board Treasurer for Lake Lucerne Mutual Water Company.
- Ensures compliance with POST's lobbying limits and compliance with all campaign and IRS reporting requirements.

- In collaboration with the Executive Team, facilitates the formulation of annual Total POST Goals.
- In conjunction with the Retirement committee and Chief People Officer & Chief Legal Officer, is responsible for the selection and management of the external firm that administers POST's retirement plan.

**Facilities:**

- Oversees all aspects of POST facilities including renovations and building management.

**Information Technology:**

- Selects and manages software, hardware, and cloud-based applications that support operations across the company.
- Establishes and maintains cyber-security policies and insurance.

**Program/Fundraising:**

- Works with the Executive team to ensure continued compliance with Land Trust Alliance's standards and practices.
- Provide analytical support for land transactions including NPV analysis, appraisal review, and negotiation strategy and support.
- Provide analytical support for capital/campaign fundraising activities, and annual and planned giving, including modeling and program development.

**Administration:**

- Is responsible for the annual budget, work plan, and reports on progress towards goals for finance and accounting, operations, IT, facilities, risk management, and organization salaries and benefits.
- Establishes performance standards and priorities for finance, accounting, operations, IT, and facilities. Prepares and conducts quarterly goal reviews.
- Is responsible for risk management for the organization, including Directors and Officers insurance, property insurance, and general liability insurance.

## QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will possess many, if not all, of the following qualifications and characteristics:

- Bachelor's degree, ideally in business administration/accounting or related field. Graduate degree and/or CPA preferred.
- Broad experience with accounting, finance, investments, risk management, business operations, and IT.
- Significant experience in a leadership role in finance/accounting.
- Proven management strength in leading collaborative, empowered, and highly engaged teams.
- Forward-looking approach to utilizing technology in support of mission.
- Understanding of non-profit organizations.
- Outstanding organizational skills.
- Ability to prioritize and effectively handle multiple responsibilities and projects.

- Excellent interpersonal skills.
- Experience working effectively with a Board of Directors.
- Connection to POST's mission of protecting open space.

The CFO must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and strength to lift and carry materials weighing up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. In order to facilitate any site visits to POST properties that may be required or to attend staff events on our lands, the CFO will need to occasionally hike over rough terrain.

This position requires limited evening and weekend work. Reasonable accommodations will be made to allow a person to perform essential functions.

## COMPENSATION AND LOCATION

The expected salary range for the position is \$279,990-\$311,100. POST offers a competitive benefits package including healthcare, retirement account contribution and matching, generous time off, paid maternity/paternity/family medical leave, excellent learning and mental/physical wellness programs, personal mobile/internet usage stipend, commuter benefits, and more.

POST is located in Palo Alto, California. POST currently operates a hybrid workplace. Hybrid work schedules are designed within the guidelines of the Hybrid Work Policy to suit the unique needs of each position. As an executive leader at POST, the CFO should expect to be in the office several days per week. The successful candidate will be expected to reside within reasonable distance of the office in Palo Alto.

## APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and resumes with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/peninsula-open-space-trust/chief-financial-officer>. Electronic submission of materials is strongly encouraged.

Cati Mitchell-Crossley, Hayden Lizotte, Thea Kosmack  
Isaacson, Miller

*POST is an equal opportunity employer. We strive to create and maintain a workplace free from discrimination or harassment. We believe diversity and equity is central to our mission to protect open space in our region for the benefit of all. POST is committed to creating an inclusive, values-driven workplace where all employees can thrive.*