



**BE OUTDOORS™**  
APPALACHIAN MTN CLUB

POSITION PROFILE

# Chief Financial Officer

Appalachian Mountain Club

Boston, MA

KOYA PARTNERS  
DIVERSIFIEDSEARCHGROUP

# ABOUT APPALACHIAN MOUNTAIN CLUB

Appalachian Mountain Club (AMC) is the nation's longest serving conservation and recreation organization. From volunteers teaching essential outdoor skills, to public advocacy seeking to preserve and expand the spaces we love, AMC is the leading organization ensuring that people have the opportunity to be outdoors - now and for generations to come.

AMC has over 250,000 members, advocates, and supporters, including 11 local chapters, more than 16,000 volunteers, and about 195 full time staff and north of 400 seasonal staff. AMC's annual operating budget is approximately \$35 million supported from a wide range of program revenue sources, in addition to governmental, institutional, and foundation grants, as well as individual charitable donations, with an endowment of approximately \$90 million. While AMC's eight full service huts along the Appalachian Trail in New Hampshire are best known, overall the organization hosts more than 150,000 guest nights each year at its lodging destinations and many shelters and campgrounds.



Founded in 1876, AMC has encouraged the involvement of all people in its mission and activities, through its membership, programs, policies, and procedures. As a complex 501(c)(3) organization, AMC's operations span merchandising, membership, and hospitality and lodging. Looking ahead, AMC is working to become a net zero organization by 2050.

AMC memberships support outdoor recreation, education, and conservation in the Northeast and Mid-Atlantic. Memberships enable AMC to build and maintain trails, protect the outdoors, and provide outdoor learning opportunities.

AMC conservation priorities include trail stewardship, understanding and addressing climate change, and land, air, and water protection in the Northern Appalachian Mountains. AMC is actively engaged across the Northeast and Mid-Atlantic regions of the U.S. in conservation and research to inform its science-based policy positions that promote clean energy, air, and water quality as well as land protection. AMC works with decision makers, federal and state agencies, and many recreation and conservation partners to protect these vital outdoor spaces.

With support from AMC's trusted community of members, supporters, and volunteers, AMC provides a world-class recreational network of professionally maintained trails, best-in-class outdoor program centers, lodges, cabins, camps, huts, and backcountry campsites.

AMC's staff and supporters are united by a shared vision of a world where our natural resources are healthy, loved, and always protected, and where the outdoors occupies a place of central importance in every person's life. Inspired by the untold diversity of the organization's members and friends, AMC aims to be an inclusive, equitable, and kind community.

For more information on Appalachian Mountain Club, please visit their website at [www.outdoors.org](http://www.outdoors.org).



# THE OPPORTUNITY

The Appalachian Mountain Club seeks an innovative leader to join their executive team in the organization's senior financial position. Reporting to AMC's President and CEO, Nicole Zussman, the Chief Financial Officer (CFO) will provide leadership and oversight in all matters pertaining to financial sustainability.

As a member of the 5-person Executive Team, the CFO will be a thought partner in the evolving strategic direction of AMC, develop and execute short and long-term financial strategies, and foster a high-performance, results-driven culture that develops leaders.

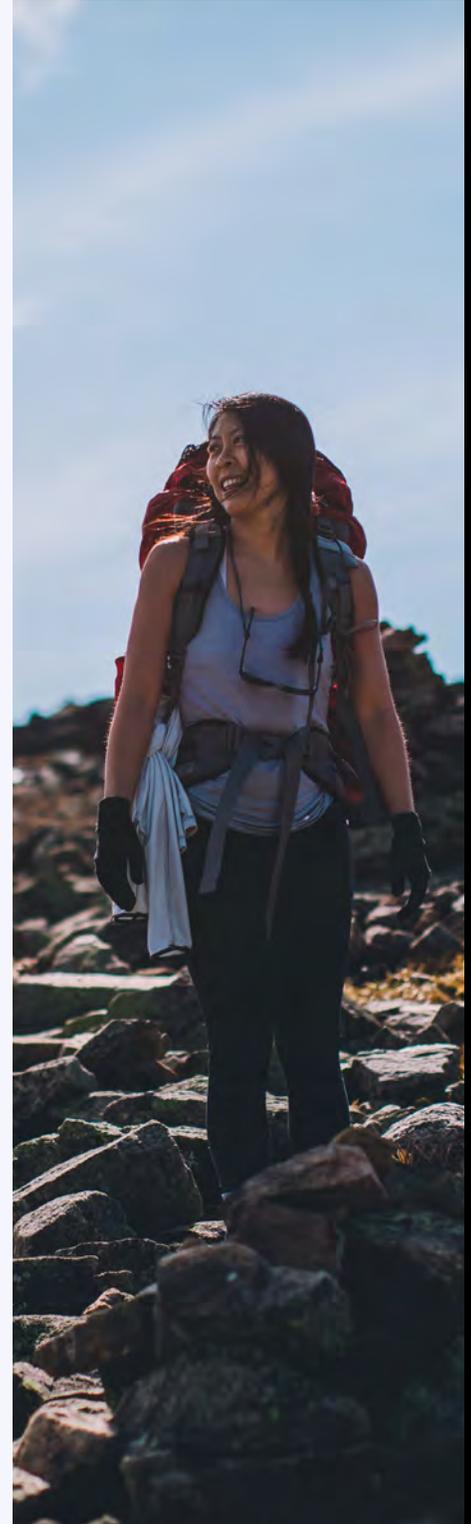
The CFO will manage a 20-person team, leveraging best practices and managing transformation and growth for AMC's Finance and Accounting Team, Risk Management, and IT.

In addition, the CFO will work with the Board of Directors' Finance, Audit, and Investment Committee members to support AMC's financial and organizational health and growth trajectory. The CFO will be responsible for preparing, interpreting, and effectively communicating financial information and analysis to the management team and Board to facilitate sound financial decisions.



## Responsibilities will include, but are not limited to:

- Partners with CEO to develop short- and long-term strategic business plans.
- Studies AMC operations to determine financial requirements; advises program and department leaders, as well as the CEO, of observations and analysis.
- Creates and instills a culture of data and analysis through the organization.
- Develops and maintains systems and procedures for AMC's financial operations, policies, and procedures.
- Supervises the preparation of financial statements and submits to the Management Team, Board of Directors, funding sources, and other partners, as required.
- Reporting and presenting updates to the Board, including ongoing partnership with the Finance, Audit, and Investment Committees.
- Directs the preparation and development of AMC budgets.
- Maintains knowledge of AMC's policy changes as well as new regulations and changes to governing policies within the financial and accounting industries; participates in educational trainings and opportunities to maintain knowledge.
- Administers AMC insurance programs and recommends insurance vendors, requirements, and policies.
- Oversees the management of all banking relationships, investments, loans, and lines of credit to ensure that AMC is maximizing benefits and minimizing costs.
- Supports the long-range planning of AMC and special projects at the direction of the CEO.
- Oversees the recruitment, development, and retention of department members in IT, Risk Management, Finance, and Accounting.
- Leads the ongoing enhancements of digital platforms across the organization including financial, retail, infrastructure, and data warehousing.
- Develops, sets, and assists with the achievement of annual performance goals.
- Interacts with all external auditors.



# CANDIDATE PROFILE

While no candidate will possess every competency, the ideal candidate will have the following professional and personal qualities, skills, and characteristics:

## FINANCIAL ACUMEN

The CFO will have deep experience leading finance in a complex environment. They will have the technical abilities and confidence to ensure that AMC’s financial oversight is of the highest caliber. The CFO will be a strategic finance leader with the tactical ability to “deep dive” into the details with strong quantitative and analytical skills. The CFO will be able to transition seamlessly between the “big picture” and minutia. They will bring a high level of intellectual horsepower with a collaborative, creative, and service-oriented mindset. Moreover, the CFO must have proven experience in budgeting, strategic forecasting and planning, and in overseeing financial, accounting, compliance, and risk management of a complex organization.



## AN ORGANIZATIONAL LEADER & MANAGER

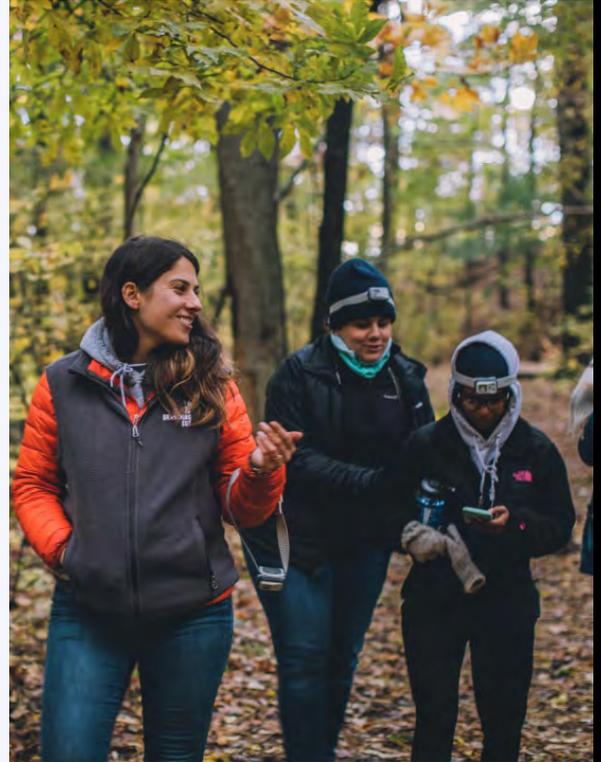
The CFO will have strong executive presence, engender confidence, and lead with intentionality. The CFO will be experienced with change management and skilled at quickly establishing rapport and cultivating relationships across all levels of the organization. They will exhibit strong management skills including the ability to influence and engage direct and indirect reports, foster trust and collaboration among team members, empower managers and leaders, develop systems of accountability, and possess the ability to manage change with flexibility and poise. The CFO will be a skilled manager, equipped to build bridges across departments, and will foster a culture of collaboration and mutual respect, encouraging a diversity of opinions, values, and perspectives. Moreover, the CFO will have an entrepreneurial spirit, track-record of fostering successful innovation, willingness to roll up their sleeves, and a comfort with taking calculated risks.

## A SKILLED COMMUNICATOR

A highly articulate and deft communicator, the CFO will convey AMC's successes and opportunities effectively, and with integrity, in written and verbal formats in both formal and informal situations. The CFO will be a dynamic communicator that can reach the wide variety of roles and communication styles within the organization. They will be skilled at presenting financial information in a clear, confident fashion to a range of constituents. The CFO will not be easily rattled, have a calm demeanor, and be steady in their presentation of financial and technical information.

## A HIGHLY ETHICAL PROBLEM SOLVER

The CFO will be a strategic partner to the CEO. They will anticipate problems and develop proactive solutions, particularly when there may be no available precedents, guidelines, or policies. As such, the CFO will have a track record of success in devising innovative and data-driven solutions, creating measurable markers of progress towards being financially healthy, and the ability to deliver the organization's mission. The CFO is an individual with unquestioned integrity, ethics, and values; someone who can be trusted with highly confidential and sensitive information.



## A PASSION FOR THE OUTDOORS

The CFO will have a passion for AMC’s mission to mobilize resources to preserve, expand, and engage with the outdoors. They will understand and embrace the role of finance as central to AMC’s complex operations and key to advancing the mission of the organization. As AMC continues to grow and evolve, the CFO will remain committed to impact and helping AMC continue to thrive in this next chapter.



# COMPENSATION & BENEFITS

While AMC is targeting a salary range of \$185,000 - \$200,000, commensurate on the candidate's skills and experiences, AMC is open to feedback from the market and would welcome the ability to connect with potential candidates who may be outside of the compensation band. AMC is committed to equity in pay practices. AMC offers health, vision, dental, life, and disability insurance, 403(b), 4 weeks of vacation, holidays, and annual AMC membership and use of AMC destinations.



# CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Liz Lombard and Chartise Clark of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials to the Koya portal [here](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

*AMC welcomes all qualified candidates to apply, and we invite the full participation of all individuals currently underrepresented in the outdoor community. This includes, but is not limited to, individuals from racially and/or ethnically diverse communities, individuals with disabilities, individuals from LGBTQ+ communities, and individuals who experience intersectionality with one or more of these identities.*

*The Appalachian Mountain Club has zero tolerance for child abuse or placing children in danger. The AMC requires all employees who work in a program or facility which serves children, disabled persons, or the elderly to have a criminal background record check performed on their name annually with employment contingent upon satisfactory results.*

## About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).