



Chief Finance and Operations Officer (CFOO)

Candidate Pack | May 2026

Organisational Setting

WildLives Earth is a leading global philanthropic funder advancing critical conservation issues. Specifically, WildLives Earth works to conserve and protect endangered species, including apes, parrots and bats. Founded in 2025 by Jon Stryker, WildLives Earth Ltd is grounded in Stryker's longstanding belief that people can live in harmony with one another and the natural world, and that respect for diversity among people and for biodiversity is essential to a positive future for our planet and all of its inhabitants.

WildLives Earth's Theory of Change is based on the logic that due to humans' unsustainable exploitation of natural resources and destruction of ecosystems, the threats to biodiversity across the planet have increased, leading to countless species extinctions and devastated ecosystems. Change can only be achieved by systematically reducing or eliminating key threats and protecting ecosystems. The focus areas are thus ensuring that the ultimate drivers of threats to endangered species and their habitats are diminished and the underlying systems transformed, coupled with site-based conservation that supports resilient populations in prioritized landscapes governed in a sustainable, just and holistic way. In addition, by increasing people's culturally appropriate respect for the intrinsic value of endangered species, as individuals, as populations and as part of their ecosystems, it is possible to improve the wellbeing of all species, including humans. The Charity is committed to building strong learning communities that understand and address the complexity of social and environmental challenges facing all life on earth. The Charity supports a diverse portfolio of organisations, including international scientific & conservation NGO's, local & community organisations and Indigenous People's groups. The Charity works in close collaboration with philanthropic and other partners working at the intersection of numerous environmental and social justice issues to support solutions that are holistic, long-term and equity-based and which embrace the intrinsic value of all beings. The Charity works globally and has an office in Cambridge, U.K.





Welcome from the WildLives Earth CEO

Thank you for your interest in the position of Chief Financial and Operating Officer (CFOO) at WildLives Earth.

Bringing on a CFOO represents a major milestone for the organization that we have been incubating over the past year. As the CEO of WildLives Earth, I couldn't be more excited about the prospect of welcoming the right partner to take this exciting project forward in partnership with me and with Jon Stryker, whose vision and resources have made this new organization possible.

I have devoted my entire career and adult life to conservation. In 2007, after many years of field work as a primatologist and conservationist working with wild apes in a number of field sites across Africa, I joined the Arcus Foundation, where, in collaboration with Jon Stryker, I had the opportunity to build a strategic grantmaking program to support the conservation of great apes and gibbons. Over the past two decades, we have made more than \$300M in strategic grants to organizations working to mitigate threats to the world's apes and the human communities integral to their ecosystems and well-being. Our holistic approach has taken us into projects related to threats including industrial agriculture, extractive industry, illegal wildlife trade, infrastructure development, and more recently, climate change. Our partners and we have accomplished a great deal during that time, but there is so much yet to be done. Jon's decision to create WildLives Earth last year was grounded in the notion that there are ripe opportunities to achieve even greater

impact. We will bring to WildLives all that we have learned together over the past two decades, along with many of our Arcus grantees. Jon, the board of WildLives Earth, and I all believe that a broader approach to species conservation is required to meet the accelerating threats to our planet's biodiversity. I consider it a tremendous opportunity to lead WildLives Earth, and I am grateful for Jon's will and resources in ensuring our ability to launch with confidence and ambition.

Will and resources are necessary, but they alone will not achieve our goals. A team composed solely of conservationists cannot accomplish this work in isolation, nor does the WildLives CFOO need a lifelong conservation background. What we will require is a complementary blend of expertise and leadership that can steward resources responsibly, shape strategy thoughtfully, and help build a culture that is both true to our values and essential to our success.

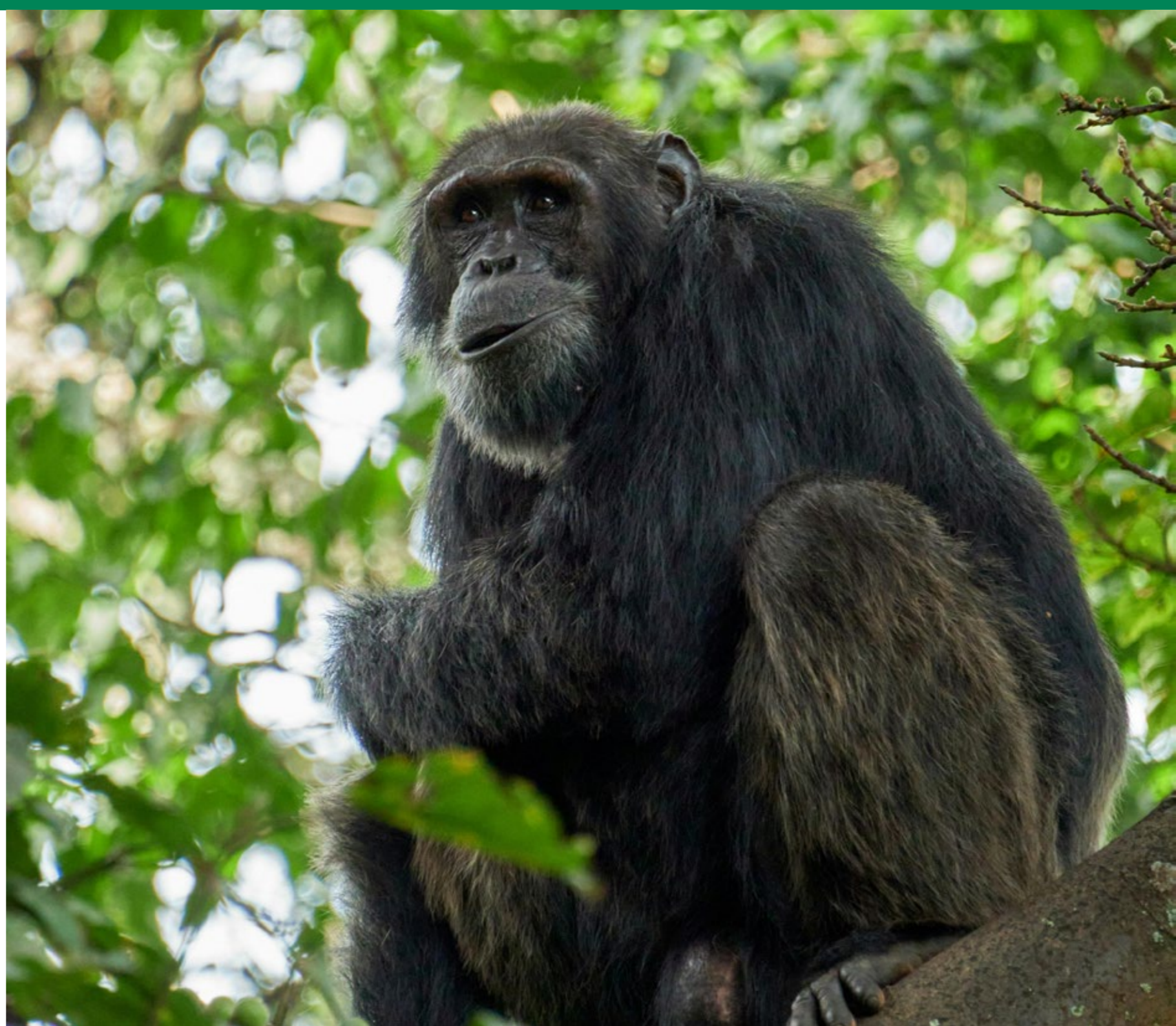
We are seeking a leader who sees themselves as part of nature and who brings deep financial and operational management experience to this work. The rest can be learned and built together. I cannot overstate the importance of this role and how much we are looking forward to collaborating with a Chief Finance and Operating Officer. I thank you again for your interest in exploring the possibility of joining us on this journey.

Annette Lanjouw – CEO

The Opportunity

Reporting to the Chief Executive Officer and serving as an integral member of the senior leadership team, the Chief Finance & Operations Officer (CFOO) is responsible for the development of WildLives Earth's financial management strategy and contributions toward the development of the organisation's strategic goals. The CFOO manages a team and directs the foundation's finance, accounting, human resources, information technology, and office operations functions in support of goals and objectives established by the Chief Executive Officer and Board of Trustees of the Charity.

Given some of the necessary external focus of the Chief Executive Officer's role, the Chief Finance & Operations Officer provides support and leadership to the Governance functions including planning, scheduling, and documentation of Board and Committee meetings, overseeing the preparation of Board and Committee meeting materials, and ensuring all important board minutes and resolutions have been properly documented and archived.





The Role

Role:

Chief Finance and Operations Officer (CFOO)

Location:

- Cambridge based – Tuesday, Wednesday, Thursday
- Office space is available all week. Staff are expected to be flexible in attendance based on work needs.
- There will be minimal travel with this role.

Contract:

Full Time

Probation Period:

Six months

Salary:

Circa £150,000 per annum

Benefits:

- Annual leave – Starting at 20 days a year, rising to 30 within 4 years of service.
- Company Pension Scheme

Reporting to:

CEO

Responsibilities

Strategy, Vision, and Leadership

- Advises the Chief Executive Officer and other key members of the senior leadership team on financial planning, budgeting, cash flow, investment priorities, and operational policy matters.
- Serves as the liaison to the Board of Trustees Audit, HR, and Investment & Finance Committees.
- Contributes to the development of WildLives Earth's strategic goals and objectives as well as the overall management of the organisation, maintaining continuous lines of communication and keeping the CEO informed of all critical issues.
- Represents the organisation externally, particularly in relationships with core vendors, investment advisors, legal counsel, public accountants, auditors, and other operational partners.

Team Development & Leadership

- Oversees, directs, and organizes the work of the operations teams, including finance, human resources, information technology, and administrative services.
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensures staff members receive timely and appropriate training and development.
- Ensures the implementation of staff performance and development goals by assigning accountability, setting objectives, and conducting annual performance appraisals; mentors staff using a supportive and collaborative approach.

Finance

- Oversees and directs accounting, budgeting, treasury, audit, and long-range forecasting activities.
- Appraises the organisation's financial position, providing complete, accurate, and timely financial and operating reports to the Chief Executive Officer, the senior leadership team, and the Board of Trustees.
- Plans, coordinates, and executes annual budget development and forecasting process.
- Works with external investment management firm to ensure that the foundation is adhering to the strategic investment plan, delivering status reports to the board.
- Provides analytical support to the foundation's senior leadership team, including the development of necessary reporting capabilities and formats.
- Works to continuously improve the quality and efficiency of operational accounting services such as treasury management, grant payment processing, payroll, accounts payable, and purchasing.
- Formulates and recommends sound fiscal policies, systems, procedures, and forms, including an Accounting Procedures Manual. Oversees the development of and adherence to internal control policies.
- Ensures compliance with all regulatory tax filings and audit requirements.

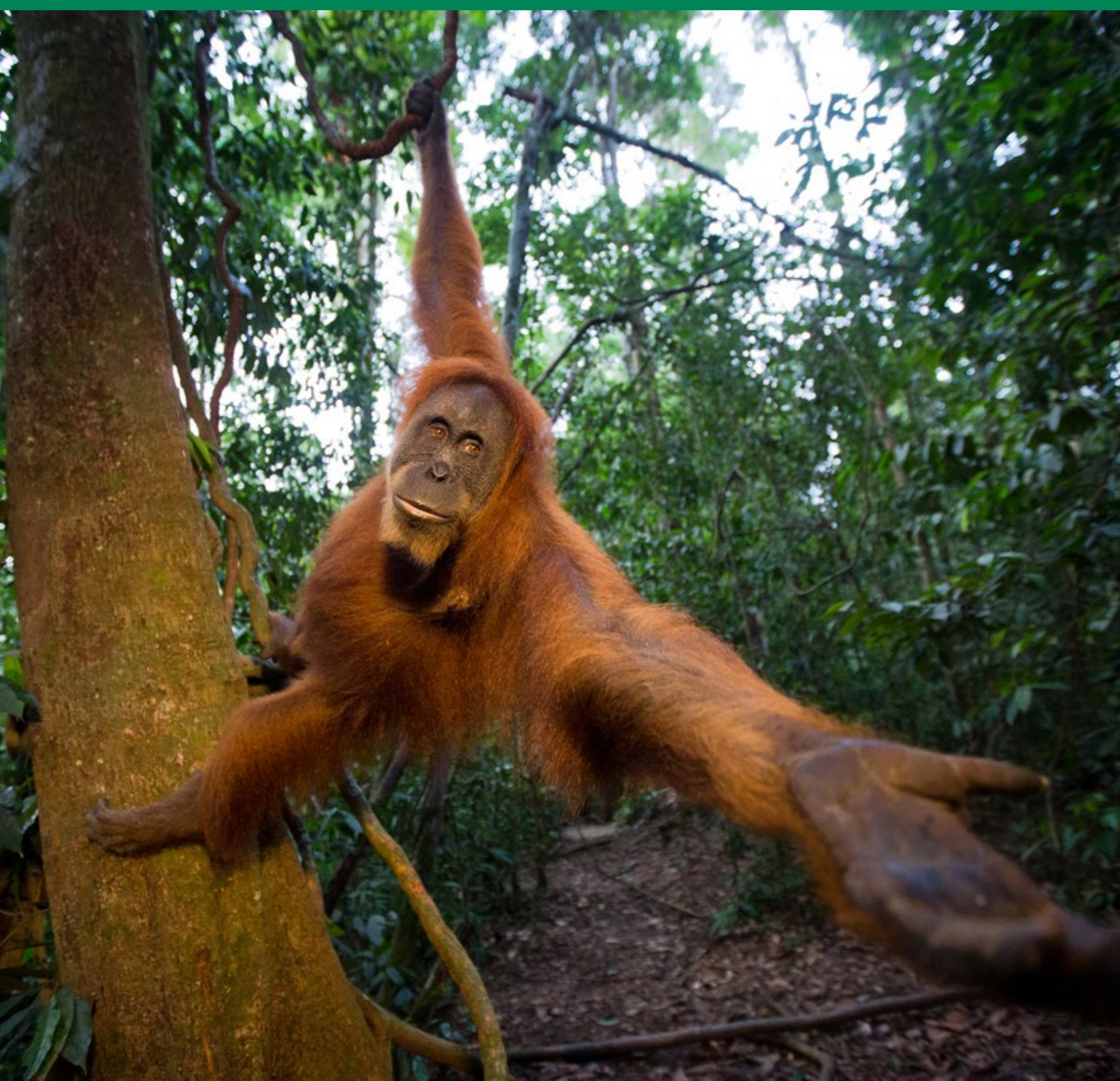
Grants Management

- Oversees grants management function, ensuring efficiency and effectiveness of all grants management processes including legal compliance, intake of grant requests, review of grantee documents, grantee reporting, and data collection, and report generation.

- Works with the Director for Impact and Learning to ensure appropriate systems for monitoring and evaluation of grant programs.
- Ensures effective communication between the grants management, program and operations teams.

HR and IT and Other

- Together with the Director of Administration ensure the HR function is appropriately implemented through external consultants, according to a strategy developed in conjunction with the Director of Administration, senior staff and the Chief Executive Officer; includes recruiting, hiring, benefits administration, annual performance review systems, and other operational human resources functions, ensuring effective delivery of necessary human resources services to WildLives Earth staff.
- Develops and oversees implementation of organisation-wide IT strategy.
- Ensures appropriate implementation of IT operations, including IT support for staff and the implementation and maintenance of hardware and software systems.
- Oversees purchasing, facilities, real estate, and risk management activities.
- Guides effective communication and customer service from all operations teams to program staff.
- Completes such other duties and responsibilities as may be assigned from time to time.



Skills, Qualifications and Experience

- A finance executive with operational experience and a proven track record of creative problem-solving and change management in a high-innovation, mission-driven organisation.
- Registered Chartered Accountant, MBA, CPA, or related professional degree.
- A minimum of 10 years' experience in a senior management role, preferably in a nonprofit or philanthropic setting; a minimum of 6 years of broad financial and operations management experience required.
- Familiarity with nonprofit organisations; prior experience in the nonprofit sector, preferably at a foundation, preferred.
- Demonstrated experience in financial management and accounting, including experience in budgeting, financial reporting, audit, and compliance.
- Excellent judgment and creative problem-solving skills, including skills in negotiation and conflict resolution; must possess strong mentoring and coaching skills with experience in leading a team with diverse levels of expertise.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and operational initiatives.
- Exceptional written, oral, and interpersonal communication skills as well as the ability to effectively interface with senior management and the Board of Trustees.
- Shared commitment to WildLives Earth's mission.

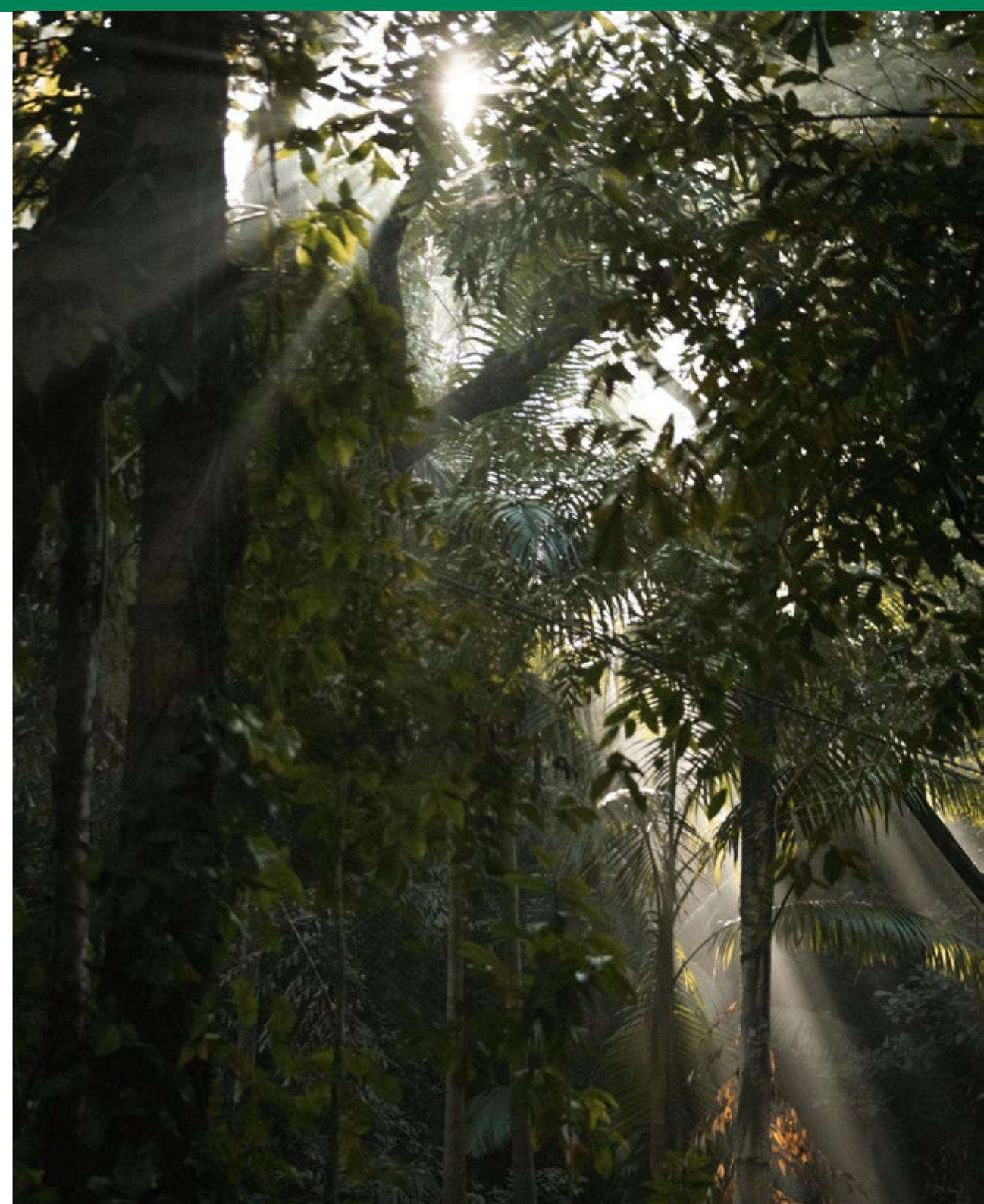
Candidate Profile

WildLives Earth is seeking an inspiring CFO/COO to help lead their organisation through start-up and into an established and successful state. The successful individual will be able to balance ambition and energy with professional leadership experience and high levels of financial and operational acumen, while at the same time being strongly aligned to the organisation's values. They will have a bias toward action with strong governance combined with the ability to demonstrate discipline in the strategic leadership of financial and operational structures. There is a strong preference for the strength of business and leadership skills and experience over specific knowledge, however individuals need to understand the importance of the natural world and be enthusiastic about the mission of the organisation.

They will have strong skills in expense management across multiple geographic locations and long-term grant planning. The ideal candidate will come with experience of the non-profit space and have worked in a global organisation with an understanding of the challenges of delivering projects in different countries. They will be able to balance the need for compliance

both in country and the UK with a trust-based philanthropy model where reporting from partners, is realistic and manageable. They will be solutions focused, will understand the difference in needs for funding very large and small organisations.

Core attributes of being a team player, humble, compassionate with a strong personality to represent the organisation are essential. WildLives Earth have a relatively flat structure and culture and as such require an individual with high levels of emotional sensitivity and a comfort in working in an organisation with only necessary hierarchy. The individual will be an emotionally intelligent leader who can build and lead senior teams capable of operating with high accountability and maintaining organisational focus. They will be a leader who is able to mobilise team around the mission, bringing people together. They will embrace the culture of collaboration, sharing, open communication and healthy challenge that WildLives Earth fosters. They will be used to board engagement and be adept at communicating about their areas of responsibility at this level.





How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-0526-WildLives-Earth or Pat-Jones-CoverLetter-0526-WildLives-Earth.

Timeline

Closing Date:	10th July 2026
First Stage Interviews:	TBC
Final Interviews:	TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of WildLives Earth’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

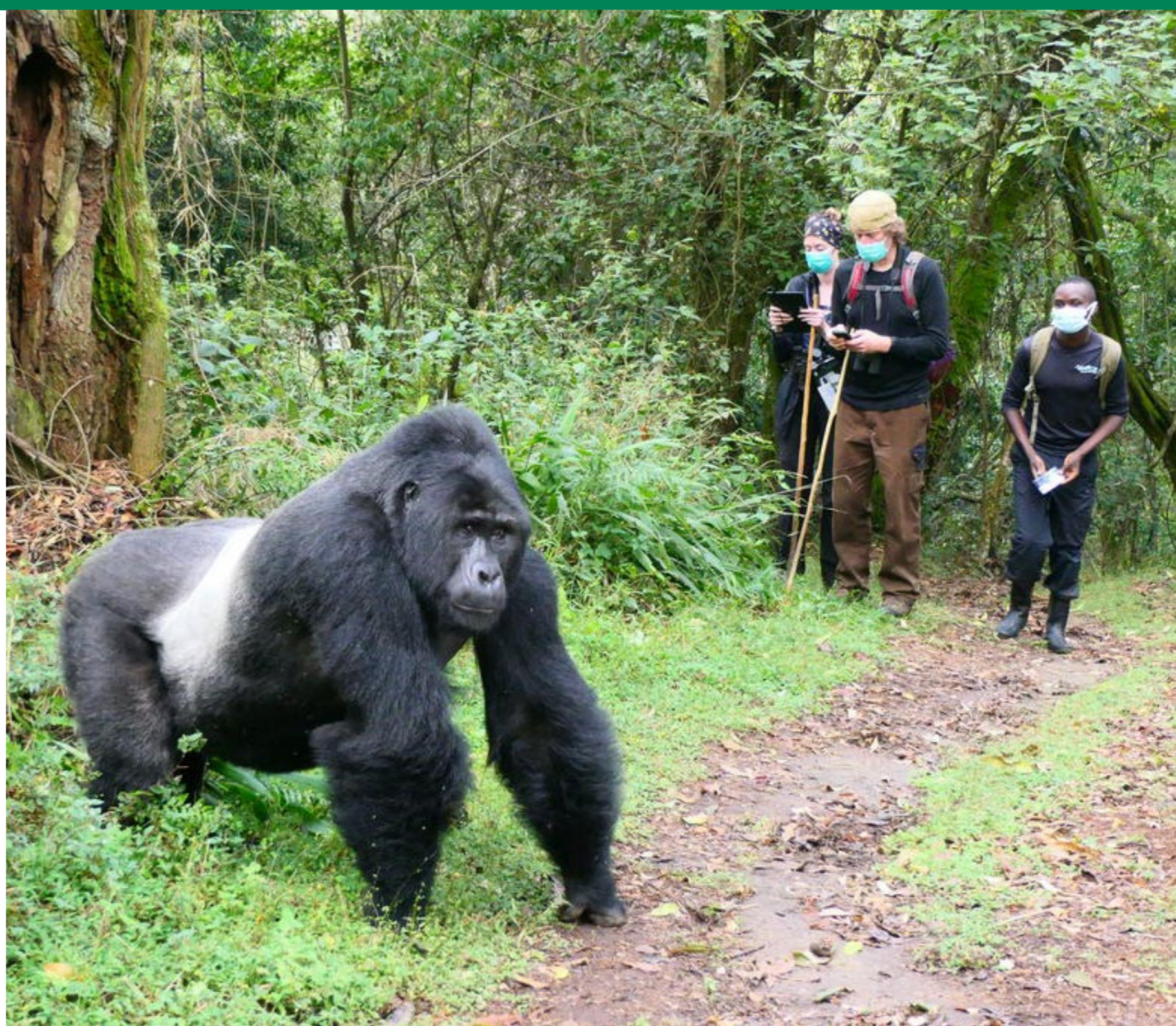
If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at jsawyer@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have. Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success.

We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com





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