



Job Announcement: Operations Manager

Full-time, salaried, with benefits

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 8 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

SUMMARY OF POSITION

We seek an Operations Manager (OM) to serve as the hub of our operations. The ideal candidate is committed to protecting the open spaces of the Wood River Valley and beyond, and is motivated, flexible and efficient, with an eye for detail related to finance and data management.

The OM is responsible for the smooth business operations of the Land Trust offices. The OM has primary responsibility for day-to-day financial operations, office management, and coordination of support services for our team. The OM works closely with our external bookkeeper to maintain bookkeeping in Quickbooks, assists in implementing events, communications, human resources, and fund development projects. The OM oversees all I.T. providers, office contractors, business vendors (including soliciting bids for services when needed); monitors and re-stocks office supplies; oversees facility and vehicle maintenance; and maintains all business files. The Operations Manager reports to the Deputy Director.

POSITION RESPONSIBILITIES

Office Management (40%)

- Plan for and maintain efficient office functions including the following: maintenance of on-site and off-site records according to the Land Trust's record keeping policies; maintenance of internet/phone services, printers and copy machines; purchase and inventory of office equipment; monitoring and restocking office supplies
- Communicate with the public and supporters, both on the phone and in person
- Collect incoming mail and relay correspondence to appropriate employees
- Oversee facilities and vehicle management/maintenance
- Coordinate office and workspace changes and upgrades
- Inventory organization-wide I.T. needs and coordinate I.T. contractors
- Assist Deputy Director to manage staff and board meeting planning & logistics
- Solicit bids for insurance and other services, as needed
- Assist staff with travel arrangements when needed

Financial Management (30%)

- Code all receivables and payable accounts for external bookkeeper and provide bookkeeper with information to ensure timely payments, account reconciliations, and reporting
- Review checks and invoices with Deputy Director for approval and signature
- Prepare and make bank deposits
- Work with external bookkeeper to complete financial reporting packages
- Assist in annual audits and tax return preparation conducted by external CPAs
- Assist Deputy Director in the preparation of annual organizational and project budgets and reporting
- Assist Deputy Director in the preparation of financial reports for the board
- Assist Deputy Director in the management of financial accounts to ensure appropriate insurance coverage, disbursement policies, and transfers under the guidance of the board finance committee
- Assist Deputy Director in overseeing all insurance coverage, insurance claims, reviewing of policies, and pricing
- Work with staff to track program and project budgets, providing financial information for grant submissions and reports, and tracking grant deadlines and due dates

Human Resources (20%)

- Manage organization-wide staff timesheet records and prepare related reports; assist Deputy Director in maintaining records for vacation, sick, and flex time for each employee on a monthly basis
- Assist Deputy Director with human resources management including help wanted advertisements, payroll submission, review of employee benefit contracts, updating the employee handbook as needed, unemployment claims, and other human resource-related filings
- Assist Deputy Director with new employee orientation including obtaining and filing appropriate new hire paperwork and assisting new employees in enrolling in benefit plans

Development & Communications (10%)

- Assist development team with the management of online donation processing
- Assist with updating website including news/events page, staff/board profiles, and general maintenance
- Assist fund development team with event planning and implementation, as needed

QUALIFICATIONS

Education: University degree in business, organizational development or related field; or combination of another university degree and demonstrated, comparable experience.

Prior Experience: A minimum of two years of experience working in a business or nonprofit office.

Knowledge: Understanding of general and operational practices and accounting principles (non-profit accounting, a plus).

Skills & Abilities:

- Proficient in Quickbooks and Microsoft Office; proficiency in constituent relationship management databases, especially Bloomerang, a plus.
- Proficient in website management.
- Detail-oriented and reliable, with excellent oral and written communication and problem-solving skills.
- Excellent judgement and calm demeanor under pressure.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Demonstrated ability to work individually and as part of a team.
- Willingness and ability to address conflict in a constructive manner.

COMPENSATION

\$39,000-\$42,000 annually, DOE with generous benefits package including 3 weeks paid vacation, 401k retirement plan with 3% employer match, 100% employer paid health and dental insurance, and flexible schedule.

STATUS

This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities will be required.

To apply, please submit a resume, cover letter and 3 references to:

Amy Trujillo, Deputy Director
atrujillo@woodriverlandtrust.org

Applications will be reviewed beginning March 18, 2019.