

Title: Operations Director
Reports to: Executive Director
Location: Environmental Action Committee of West Marin (EAC)
65 Third Street, Suite 12, Point Reyes Station, CA 94956
Hours: 30 Hours/Week
Rate: \$37-42/hour DOE, \$57,720-65,520 annual
Status: Part-Time, Benefit Eligible, Non-Exempt
Posting Date: October 2, 2023
Start Date: November 1, 2023, or earlier.



Position Summary:

The Operations Director is part of EAC's core leadership team and is responsible for the organization's financial management, business operations, personnel administration, grant performance and monitoring, and information and technology management. The Operations Director supports the Executive Director in reviewing staff performance and goal setting. The Operations Director works closely with the Executive Director and leadership team to determine and implement fiscal strategies to fulfill the organization's mission and meet operational goals. This position requires the Operations Director to work from the office in Point Reyes Station ideally three (minimum two) days a week and includes the option to work one day remotely subject to the approval of the Executive Director.

Required Qualifications:

- Professional experience in operations and management supporting teams to meet organizational goals.
- Strategic thinker who understands how operations and finances support broader organization mission.
- Extensive knowledge of QuickBooks. Experience in office software, and strong technical skills.
- Experience in dealing with vendors (utilities, contracts, etc.).
- Proven ability to use financial models, and control expenses, while creating the fiscal systems necessary to support growth.
- Experience in nonprofit financial management.
- Strong knowledge of nonprofit accounting practices, annual audits, and grant management.
- Strong written and verbal communication skills.
- Team player, good with people and developing relationships including with funders.
- Support EAC's fundraising efforts.
- Experience managing staff and handling human resources items.
- Aligned with EAC's mission and shared environmental values, as well as committed to DEIJ values.
- Minimum education level: undergraduate degree or applicable work experience.
- Ability to multitask.
- Availability for some Saturday, evening, and weekend work.

Preferred Additional Qualifications:

- Spanish language proficiency.
- Tax preparation experience including 1099s, sales tax, etc.
- Experience running payroll.
- Experience with government contracts.
- Graduate or higher-level education (e.g., nonprofit/public administration, MBA, etc.).
- Experience developing internal operating procedures.

Responsibilities Include:

- Nonprofit accounting including grants, accounts receivable and payable, and retail reporting.
- Oversight of bookkeeper who focuses on data entry and reconciliation.
- Running financial reports and payroll.
- Managing grants including oversight of timely grant deliverables, assistance with grant reporting, accounting, and deadlines.
- Running business operations.
- Coordinating in-house technology and security needs, data and file management, and troubleshooting.
- Coordinating with the leadership team for efficient organizational management.
- Assisting the Executive Director to prepare for bi-monthly Board meetings.
- Human resources administration, managing benefits and retirement.

Benefits and Salary:

This position is funded at 30 hours per week dependent upon funding.

Health Insurance: 100% Coverage of Health Insurance Benefits within EAC's network.

Retirement Benefit: 3% match by employer.

Personal Time, Sick Time, Holidays, and Fitness Benefit Hours:

Personal Time Off (PTO): Generous PTO policy that allows accrual per pay period with up to 80 hours annually to start.

Sick Time: Annual sick time of 24 hours for personal health care and to provide care to family members.

Holidays: 14 paid holidays per year.

Fitness Benefit Hours: EAC employees are eligible for 2 hours of paid fitness benefit per week.

About EAC:

We offer a flexible collegial environment with a small but dedicated team. Established in 1971, our mission is to protect and sustain the unique lands, waters, and biodiversity of West Marin. EAC is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, and protected veteran status.

To Apply:

If you are interested in the position, please email your resume, cover letter, and 3 references to ashley@eacmarin.org with "Operations Director" in the subject line. We encourage applicants to apply as soon as possible. The application period is rolling with a deadline of October 15th.