



Protecting the places that make the Feather River region special

Operations Manager

Job Description

EMPLOYMENT CLASSIFICATION: Full-time hourly position (40 hours/week); non-exempt.

LOCATION: FRLT Main Office, 75 Court Street., Quincy, CA 95971 (on-site or hybrid in region)

TO APPLY: Please send the following to apply@frlt.org

- A current resume
- A cover letter (1 page max) that describes your background and experience and why you believe you are a good fit for this role.
- Candidates given serious consideration for hire will be asked to provide references and work samples later.
- **Deadline to apply: February 2, 2025.** Applications reviewed as received; position open until filled.

POSITION SUMMARY:

The Operations Manager is responsible for managing core operations at FRLT including office management, human resources, vendors and contracting, record keeping, policies and procedures, company compliance, and team and Board coordination.

They support FRLT's contracted Finance team with accounting functions including accounts receivable and payroll (overseen by in-house CPA) and play a key role in grant administration.

As the administrative hub for FRLT, the Operations Manager is a cross-functional team player. This role is well suited to someone who is organized and detail oriented, enjoys working on a variety of projects, and is excited about helping to make systems and teams work more effectively and efficiently. A great Operations Manager takes the initiative to learn about all aspects of the organization's mission and functions, help define standards and structure and likes to work collaboratively to make improvements.

JOB RESPONSIBILITIES:

General Office Management

- Oversee general management of offices and ensure FRLT has a safe, clean, healthy, and professional work environment with adequate technology, equipment, supplies, and other resources for staff to perform their duties (includes coordinating maintenance with vendors as needed).
- Manage procurement of office supplies.
- Oversee additional support staff as needed (potential future admin support or interns).

Nonprofit Operations

- Coordinate the development of policies, procedures, handbooks, and manuals as needed to support functions across FRLT departments, and ensure policies are current and in compliance with land trust standards.
- Serve as lead in organization for ensuring all company files are organized, both electronic and paper, and coordinate teams to comply with file storage policies, and help organize/archive files as needed.
- Lead contracting and vendor relationships: create, manage and track contracts, track vendor payments, and contract dates, ensure contracts are in compliance.
- Maintain compliance calendar, and coordinate its enforcement, to ensure FRLT maintains nonprofit status, appropriate levels of insurance, and meets deadlines for other requirements (including SAM registration, CA Certificate of Good Standing, completed HR trainings, and other certifications including Land Trust Alliance accreditation).

Technology support

- Manage various software/technologies including FRLT's cloud-based phone system, Microsoft 365 and support departments with subscriptions and other cloud-based services as needed.
- Track company software and hardware to ensure it is up to date, oversee work of external IT support contractor and support staff with basic support including purchasing and downloading new software, SharePoint file access, troubleshooting simple issues, password management, etc.

Grant Administration

- Track grant agreements and contracts and work alongside Executive Director, finance team, and program leads to track, report, and manage grant expenditures in accordance with grant requirements and budgets.
- Run grant reports to compare spending to budgets, classify expenditures in QuickBooks.

Human Resources

- With oversight and support from the Executive Director, coordinate human resources at FRLT, including supporting policy development, staff recruitment and onboarding, required staff training, performance reviews, and maintenance of HR records.
- Work with insurance agencies to administer FRLT employee benefits program including coordinating renewals of benefits (medical, dental, etc.), and serve as point of contact for employee questions, workers compensation, return to work releases, etc.

Finance Support

- Support Finance team with invoice entry and classification in QuickBooks, vendor payments, deposits, and financial reporting (duties may evolve over time depending on staff and consultant capacity).

- Support monthly payroll as needed, assigning payroll codes, ensuring time sheets are timely and accurate, and helping to run or code payroll as needed (with support from CPA).
- Support with the annual Audit, organizing and sharing documentation with auditors as requested.

Board Support

- Coordinate activities of FRLT Board of Directors, including setting up and facilitating Board meetings, confirming board agendas, collecting department updates/reports, taking board meeting minutes, documentation of board resolutions and actions assisting with other Board requests.

Other Duties

- Participates in a variety of other projects and tasks as assigned by the Executive Director including organizing company meetings/events, research projects, and other ad-hoc projects.

QUALIFICATIONS & ATTRIBUTES:

The skills and attributes listed are guidelines. Your education and work experience and life experience all contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.

- The job duties of the Operations Manager require knowledge and skills equivalent to:
 - 4 years of professional experience in a relevant field which may include a combination of experience in administration, nonprofit operations, finance, insurance, human resources, or any other operations-related work at a business or nonprofit organization, AND
 - 2 or more years of education or other specialized training in a relevant field such as business administration, finance, or management (preferred but not required).
- Proficiency with computers and software including Microsoft 365, Microsoft Office Suite (including Excel), QuickBooks (preferred not required) with the interest or ability to learn new programs quickly.
- Good communication and writing skills.
- Keen attention to detail, analytical, and a commitment to excellence and accuracy.
- Highly organized with ability to manage a diverse workstream while meeting deadlines.
- Self-motivated, solutions-oriented, and works proactively to pursue opportunities and solve problems.
- A collaborative colleague who can foster a positive workplace, support others in achieving their goals, and be part of a team that values giving and receiving honest feedback.
- Good judgement, a strong sense of ethics, integrity, discretion, and the ability to maintain confidentiality.

- A passion for FRLT’s mission to conserve, care for, and connect people to important lands and waters in the Feather River Watershed is a plus!

WHO WE ARE:

The Feather River Land Trust conserves ecologically and culturally important lands and waters in the Feather River Watershed—the largest watershed in the Sierra Nevada and a source of drinking water, agriculture, and hydropower for more than 27 million Californians. Our passionate and dedicated team is honored to do this good work and make an impact that lasts forever.

We are a “grassroots and growing” organization! Since our founding by local residents in 2000, FRLT has helped to conserve more than 100,000 acres of wetlands, meadows, forests, and biodiverse ranchlands, primarily through conservation easements. We own and manage 5 publicly accessible preserves, including the Sierra Valley Preserve and its newly opened Nature Center, which is home to a variety of educational and recreational programs for people of all ages. We work with local ranchers, community partners, resource crews, and Maidu and Washoe stewardship practitioners to help us care for the land. Our nationally recognized place-based conservation and outdoor education program Learning Landscapes serves schools throughout the region.

PAY & BENEFITS:

- Pay Rate: The pay range for this position is \$26.50 to \$32.50 per hour, depending on experience and qualifications.
- Benefits: The benefits package includes accrued PTO (all-in-one PTO program) and daily paid time for personal wellness. After 60 days, employees are eligible to enroll in Medical/Dental/Vision Insurance (50% premium paid), and after 90 days are eligible to enroll in FRLT’s retirement program (SIMPLE IRA with 3% matching). Our team values personal growth and professional development. We enable training and development opportunities when funding allows.
- Hours and Location: This is a full-time hourly position (non-exempt) based at FRLT’s main office in Quincy. A partially remote/hybrid schedule may be permitted once an employee has demonstrated strong performance and an ability to work independently offsite.
- Physical Demands: Requires working at a computer, sitting for extended periods, standing and walking, lifting and carrying objects (up to 50 pounds), fine motor skills needed for operating office equipment including keyboard and mouse, reaching and grasping, and vision acuity to work on a computer screen comfortably.