

Position Open Until Filled: Operations Manager

Cascadia Wildlands Project

Eugene, Oregon

Reports to Executive Director

Definition

The Operations Manager manages organizational finances, oversees office and technical administration, manages a contact database, assists with event planning, and builds strong community relationships.

Duties

Financial Management

- Administer financial accounts and generate financial reports
- Process revenues and acknowledge donations
- Manage expenses, including taxes, reimbursements, and benefits
- Process monthly payroll

Contact Management

- Manage contact database, maintain records, and create contact lists
- Oversee all bulk correspondence

Office Management

- Maintain office supply inventories
- Maintain organized hard-copy files
- Oversee merchandise production and sales
- Secure in-kind donations of office/computer equipment, materials, and services
- Administer information systems, including email servers, web hosting, databases, office internet, and computer back-ups
- Manage and renew insurance policies
- Assist ED with development and administrative projects as needed
- Create semiannual workplans and participate in collective performance evaluations
- Recruit and manage volunteers and interns to assist with office, administrative, and development activities
- Coordinate equipment rentals
- Maintain digital media archives
- Refine and modify systems (technical, communications, etc) as needed for improved efficiency and efficacy

Event Coordination

- Coordinate logistical aspects of fundraising and community events, including processing income, reserving venues and equipment, and managing event contacts

Community Support

- Provide information and assistance to donors, volunteers, business sponsors, and other partners in the community
- Respond to general inquiries and establish close relationships with key supporters
- Train and engage volunteers

Philosophy and values

The Cascadia Wildlands Project is a small, community-based organization that places huge emphasis on the wellbeing of our employees, our relationships with the community, and our role in the greater environmental movement. *Candidates must have:*

- A passion for wild places, wildlife, and grassroots movements
- Professional etiquette and a high standard of accountability
- An ability to form meaningful relationships with diverse constituencies, especially donors and volunteers
- A commitment to building a movement through cultivating volunteers, creating personal connections with community members, and supporting fellow staff members in their work
- A commitment to minimizing our organization's environmental footprint
- A commitment to preventing and/or resolving conflicts and communicating openly and honestly
- A positive, solutions-oriented approach to work and a sense of humor

Qualifications

The Operations Manager must have excellent organizational and time management skills and an ability to prioritize tasks.

Required Qualifications*:

Experience

- Experience using modern office and communication systems
- Experience planning, coordinating, and executing large events
- Experience managing and completing complex projects both independently and as part of a team

Education

- Minimum two years of college; undergraduate or graduate degree preferred
- Basic understanding of Pacific Northwest ecology and environmental threats

Ability

- Exceptional communication skills, including efficient, error-free writing abilities and eloquent, compelling verbal communication skills
- Excellent judgment and confidence to make decisions
- Initiative to take on challenges and develop creative, resourceful solutions to problems and obstacles; a positive, can-do attitude
- Ability to work as part of a dynamic, fast-paced team and commitment to support volunteers and fellow staff members
- Efficient Mac computer skills, including fluency in internet research, online payments, email programs (Outlook, Thunderbird, Mail, etc) and Microsoft Office (Word and Excel)
- Willingness and ability to travel for trainings and meetings
- Enthusiasm for asking for volunteer help, donations and sponsorships
- Willingness and ability to work at weekend events on occasion
- A valid driver's license or other reliable mode of transport within the

Eugene/Springfield area

Desired Qualifications:

- Experience using accounting software such as Quickbooks or Accountedge and keeping detailed and accurate financial books
- Experience generating and interpreting a variety of financial statements
- Experience with database and/or donor management software
- Education in environmental studies, accounting, computer systems, or other applicable field

*Applicants must meet all required qualifications to be considered.

Salary and Benefits

The Operations Manager position is 0.5 FTE, or 20 hours per week. Salary \$14-18,000, commensurate with experience. Health and vision benefits are available after three months of employment. Hours are flexible. Generous paid vacation time.

Application Procedures

This position is open until filled, but due to high competition and demand, candidates are encouraged to apply as soon as possible. Please follow the application instructions exactly. No phone calls please. We will contact you within one week of your application submission. Thank you for your time and interest!

Email a cover letter, resume, and one-page application (application downloadable at www.cascwild.org) to **kritley@cascwild.org** (pdf preferred). Please do not submit any additional materials.

The Cascadia Wildlands Project is committed to cultivating a diverse, empowered, and respectful community in the workplace and beyond. We do not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, parental status, marital status, veteran status, ancestry, or national or ethnic origin.