



# NORTHCOAST REGIONAL LAND TRUST

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Application Packet for the position of: **Operations Manager**

*The Northcoast Regional Land Trust is seeking a detail-oriented, organized, and collaborative Operations Manager for a dynamic nonprofit organization focused on land conservation in northwestern California.*

For more information, please visit: [www.ncrlt.org](http://www.ncrlt.org)

**Availability:** Position open until filled.

**Status:** Part-time, 20 hours per week (with potential for more hours up to full-time)

**Starting Pay Range:** \$26-\$34 per hour, depending on experience.

**Benefits:** 23 days combined holiday and vacation leave per year; paid sick leave; health insurance and employer matching retirement contribution (for full-time employees).

Staff at NRLT enjoy a flexible schedule, excellent benefits, and an engaging work environment. Staff are supported by, and get the opportunity to work with, a dynamic community of volunteers, landowners, and other land trust partners. We recognize that diverse teams make the strongest teams and encourage people from all backgrounds to apply.

## **About the Northcoast Regional Land Trust**

The Northcoast Regional Land Trust (NRLT) is an accredited land trust based in Arcata, California. Since its founding in 2000, NRLT has protected over 60,000 acres of forest, farms, oak woodlands, wetlands, and range – lands that sustain our human communities, support rural livelihoods, and safeguard important habitats. We also seek to connect more people with wild and working landscapes, support our region's producers, and inspire the next generation of land stewards.

With more land conservation projects in the works than ever before, new stewardship and restoration activities, and engaging education and community-centered conservation programs, we look forward to welcoming new team members who can hit the ground running during a very busy and exciting time and contribute their expertise to help grow the organization.

## **Position Summary:**

The Operations Manager (OM) is a leadership position responsible for overseeing and optimizing the operational, financial, and human resources functions of the organization. With a focus on organizational policy, financial management, procedures and systems, the OM plays a crucial role in achieving the organization's mission and goals.

The Operations Manager collaborates closely with the Executive Director, other key staff, and partners to facilitate efficient decision-making, effective communication and coordination, and foster a positive and inclusive work environment. The OM brings an employee-oriented and growth mindset and will be part of strengthening NRLT's conservation mission through mindful, efficient operations, strong financial management, and commitment to organizational excellence. This position requires a person who is organized, detail-oriented, team-driven, technologically savvy, enthusiastic and patient, and thrives in a dynamic environment.

**Essential Job Functions:**

1. Bookkeeping/Financial (approximately 10 hours/week on average)
  - Manage all accounts payable and accounts receivable, including bill payment, invoicing, pursuit of unpaid balances, and bank deposits; monitor bank and investment accounts.
  - Work with contract bookkeeper to ensure timely completion of tasks including processing payroll, paying taxes, and reconciling accounts.
  - Track all assets and dispositions of NRLT property; prepare and file all required documents.
  - Develop, prepare, track and report on financial forecasts, grants, and budgets.
  - Maintain financial records in compliance with NRLT's accounting policies and procedures and consistent with generally accepted accounting principles.
  - Prepare, assemble, and verify necessary forms, documentation and approvals for accounting transactions; oversee allocation of agency and departmental overhead.
  - In collaboration with the Executive Director, develop and manage the annual budget; monitor financial performance, analyze variances, and make recommendations to optimize resource allocation.
  - Provide accounting information, financial analysis, and budget development support to staff, board of directors, and external parties.
2. Administrative/Operations (approximately 10 hours/week on average)
  - Oversee office, real property, data systems, and equipment; support an orderly and productive work environment.
  - In coordination with the Executive Director, develop, implement, and oversee compliance with operational strategies, policies, and procedures.
  - Oversee administration of employee benefits and the timely completion and filing of required documents for all new and existing employees.
  - Stay up to date on, and oversee compliance with, state and federal employment law.
  - Oversee administration of all contracts and agreements such as vendor contracts and grant agreements.
  - Oversee administration of organizational insurance.
  - Develop presentations and materials for board and staff meetings.
  - Support the development of NRLT's Strategic Plan and individual staff work plans; monitor, evaluate, and report on progress.
  - Support other staff in the development of project plans, timelines, resource allocation, and progress tracking.
  - Oversee maintenance of organizational documents such as calendar, contact sheets, board and advisor lists, and orientation packets.
3. Other duties as needed or assigned.

**Organizational Responsibilities:**

- Professionally represent NRLT in a variety of settings and situations.
- Develop and maintain positive, effective working relationships with fellow staff, donors, board members, contractors, and other community partners.
- Attend and participate in relevant staff, board and/or committee meetings.
- Participate in professional development activities, trainings, and conferences.
- Manage organizational, personnel, and donor information with appropriate sensitivity, discretion, and confidentiality.
- Oversee special projects, events, and initiatives as needed.

**Qualifications:**

The Operations Manager will possess the combination of education, experience, skills, and abilities necessary to carry out the duties of this position including:

- A genuine interest and enthusiasm for conservation of wild and working lands.
- Bachelor's degree or equivalent experience (e.g. Business Administration, Nonprofit Management)
- Minimum three years of experience in a management role, preferably with a nonprofit organization of similar size and complexity.
- Demonstrated ability to develop and implement operational strategies and drive organizational change.
- Strong financial acumen and experience in budgeting, financial analysis, and reporting.
- Proven project management skills and the ability to manage multiple priorities simultaneously.
- Strong organizational and time management skills, with keen attention to detail.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex ideas to a diverse range of audiences.
- Ability to perform job duties with a high degree of self-direction and minimal supervision.
- Ability to maintain a professional, collaborative work environment.
- Ability to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Excellent computer skills including database management, word processing, spreadsheet creation and maintenance, and use of the internet for research and communication; familiarity with Windows OS, Microsoft Office (particularly Excel and Word) and Adobe Acrobat.

**Physical Requirements and Travel:**

- Able to remain in a stationary position for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Able to occasionally move or transport objects weighing up to 30 pounds.
- A valid California Driver's License and current auto insurance.
- Ability to arrange transportation for bank deposits, mail pick-up/delivery, and attending various meetings and appointments that may be required in the performance of the job.

**Supervision of Others:**

- May be responsible for overseeing volunteers, interns, and staff.

**Location:**

- At NRLT's office in Arcata, California (remote work not considered at this time)

**How to Apply for the Position:**

*Applicants must submit the following via email, preferably as a combined PDF, to [jobs@ncrlt.org](mailto:jobs@ncrlt.org):*

1. Application cover sheet (see attached)
2. Cover letter
3. Resume
4. List of at least three professional references



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## APPLICATION COVER SHEET

<b>Position: Operations Manager</b>				
<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle Initial)</b>	<b>Primary Telephone</b> (   )	
<b>Address (Mailing Address)</b>	<b>(City)</b>	<b>(State)</b>	<b>(Zip)</b>	<b>Other Telephone</b> (   )
<b>E-Mail Address</b>				
Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Work Start Date</b> ( <i>When will you be available to start work?</i> ):				
<b>How did you hear about this position?</b>				

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_