Operations Manager Job Description

Position Title: Operations Manager
Reports to: Executive Director
Status: Full time, exempt
Physical Demands: Light
Compensation: DOE

About the McKenzie River Trust
The McKenzie River Trust (MRT) is an accredited land trust based in Eugene, Oregon with a mission to help people protect and care for the lands and rivers they cherish in western Oregon. Since 1989, we’ve acquired property and voluntary conservation easements to protect, forever, over 6,000 acres of clean, free-flowing rivers, plentiful salmon runs, and vibrant farms and forests that provide livelihoods and habitat. Founded on the McKenzie River, we expanded our service area in the year 2000. We now have projects in eight different watersheds from the Cascades to the coast. We enjoy the generous support of our community, and MRT’s base of supporters has grown substantially since we launched a membership program in 2013 and a volunteer program in 2017. With the acquisition of the Finn Rock Reach property near Blue River, Oregon in 2016, MRT completed a capital campaign that generated over $4.6 million.

Role of the Operations Manager
The Operations Manager manages the office environment and implements the administrative functions of the McKenzie River Trust (MRT) with integrity and efficiency. This includes developing and maintaining systems, fostering an efficient and welcoming office environment, and serving as a central point of contact for all staff and Board, as well as MRT members and members-to-be.

Essential Functions
- Oversees the office administrative environment and resources to ensure the usefulness, stability, and security of office technology, supplies, furniture, and equipment.
- Manages relationships with service providers for technology, security, storage, software, hardware, insurance, human resources, and employee benefits.

Job Duties
- Provides leadership in the office around use of resources, communicating administrative needs and expectations to staff, and ensuring MRT responds to internal and external requests via phone and in person.
- Manages relationships with providers of tech service, security, storage, software, and hardware.
- Opens and distributes the mail.
- Coordinates with the Finance Manager and Membership Manager in the processing and tracking of donations and other sources of revenue.
- Coordinates with insurance providers, leading the annual renewal of all insurance policies.
- Serves as point of contact with building landlord and maintenance staff.
• Coordinates Board and staff meeting logistics including room reservations, transportation, catering, agendas, and minutes.
• Creates and maintains systems for ensuring all MRT recordkeeping is complete and consistent with Land Trust Alliance Standards and Practices.
• Assists with MRT events and tours when needed.
• Serves as primary point of contact with contract Human Resources firm for HR services.
• Serves as primary point of contact with employee benefits providers, including medical, dental, and retirement accounts.
• Coordinates the steps in recruitment, hiring and employee departure processes with the support and direction of the Management team.
• Maintains personnel files.
• Leads employee handbook updates and revisions.
• Works with staff and management to facilitate staff development, training opportunities, employee programs, and activities.
• Maintains confidentiality and is discrete with information.
• Works closely with staff, Board members and other volunteers on additional fun projects as assigned.
• Maintains punctual, regular and predictable attendance. A willingness to work flexible hours is necessary. Some evening and weekend work will be required.

Supervisory Responsibilities
This position may supervise administrative volunteers.

The following Skills, Knowledge, and Abilities will make you a great fit for this position:
• Genuine passion to connect people with land conservation for clean water, fish and wildlife habitat, recreation, and learning.
• You’re self-directed, with a high level of individual initiative and creativity.
• You’re an organized person; it’s in your blood.
• Attention to detail and a passion for accuracy, especially error-free data entry.
• Strong interpersonal skills, with the ability to deal effectively and tactfully with a wide variety of people in correspondence, on the telephone, and in person.
• Strong writing and editing skills, especially in correspondence.
• High dependability and ability to adjust work priorities and meet deadlines.
• Interest in technology and proclivity for researching and problem-solving technical issues.
• High emotional intelligence and an awareness of sensitive dynamics or situations.
• Solid skills in word processing, spreadsheet managements, presentation, and customer relationship management software, particularly with the Microsoft Office suite (Word, Excel, Access, PowerPoint).
• Comfort interpreting information for people of different perspectives and learning styles.
• Critical thinking skills to assist in developing reports, fact sheets, and educational materials.
• You work successfully within a team and have a natural lean toward getting to know people and communicating well with them.
• The ability to meet daily, weekly and monthly deadlines consistently.
• Ability to work in a fast-paced environment and manage multiple projects simultaneously.
**Education & Experience Desired**
- Some college preferred
- Minimum 2-3 years of relevant professional experience.
- Familiarity and comfort with nonprofit atmosphere a plus, including an understanding of the high level of commitment, tight deadlines, and budget restrictions.

**Certificates, Licenses and Registrations**
There are no certificates, licenses, or registrations required for this position.

**Work Environment**

This work requires only minor physical exertion and/or strain. While performing the duties of this job the employee regularly required to talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

McKenzie River Trust is an Equal Opportunity Employer.

The Trust maintains its status as an at will employer.

**To Apply:**
Email a cover letter, resume, and contact information for three professional references to jobs@mckenzieriver.org with “Operations Manager” in the subject line. Address your cover letter to Joe Moll, Executive Director.

**The application deadline is July 7, 2019.** The position is open until filled.