

Operations Manager Vacancy

The Yakima Basin Fish & Wildlife Recovery Board is looking for an Operations Manager to perform a wide range of functions in a dynamic small office setting. The Operations Manager will work under the general direction of the Executive Director to manage the organization's finances, contracts, office space and computer system, work with the Board to organize meetings and implement Board policies, and participate in outreach efforts and other YBFWRB programs. The Operations Manager must be able to produce high-quality work with only limited supervision. This is a rewarding opportunity to be a part of a locally-based organization that promotes fish and wildlife restoration in the Yakima Basin. For more about the Board, see www.ybfwrb.org

JOB DUTIES

Financial Management (25% of time):

The Operations Manager will:

- Manage payables, prepare checks, and make deposits
- Ensure all digital and hard copy financial records are properly kept
- Prepare financial reports for the Executive Director and Board
- Prepare reports and billing packets for grant and contract expenditures
- Ensure timely completion of payroll, liability payments, and tax reporting
- Coordinate any audits and other outside reviews
- Work with outside bookkeeper and accountant as required to complete above.

Operational Functions (estimate 25% time):

- Work with Executive Director to ensure that the organization meets all legal requirements and appropriately implements its own policies and funding entities' policies.
- Schedule, organize, assist facilitating & prepare minutes for meetings of the Board, committees and work groups
- Maintain communications with Board members and other constituents
- Work with Executive Director to prepare documents and proposals for Board review
- Prepare and manage office-support contracts (computer support, accounting, book keeping, etc)
- Work with other staff to develop and implement contracts, MOAs and intergovernmental agreements.
- Research funding opportunities and prepare grant applications

Outreach Functions (estimate 25% time):

- Work with Executive Director and staff to develop and maintain the Board's public outreach plan
- Maintain/update website content and coordinate web support
- Write and edit reports, mailings, meeting packets, e-mail updates, newsletters, presentations & other outreach materials
- Support outreach efforts by program staff
- Organize and participate in outreach events (public meetings, tours, etc)
- Track media coverage and prepare press releases, etc
- Maintain a small resource library (of both hard copy and digital files)

Administrative Functions (estimate 10% time):

- Maintain a productive and welcoming office environment for the Board, including basic maintenance of the office space, procurement of office supplies and equipment
- Complete basic maintenance of office computer (updates, backups, etc) and coordinate outside technical support.
- Organize and maintain the organization's contact lists, correspondence and digital and hard copy filing system.

Other Tasks (estimate up to 15% time):

- Support Board programs as needed and available
- Complete other tasks as assigned

REQUIREMENTS

- Ability to work independently, self-initiate duties and prioritize assigned tasks;
- Ability to take a lead role in managing the finances of a small organization required; significant experience with Quickbooks accounting software desired.
- Ability to produce quality work both individually and as part of a team;
- Ability to make substantive decisions with limited supervision;
- Strong written and oral communication abilities;
- Ability to work with public, staff and others in a professional manner;

- Ability to effectively use common office software (e.g. full suite of Microsoft Office Programs) required; desktop publishing, GIS, web editing and graphics skills desirable.
- Familiarity with maintaining small office computer network desired.
- College degree or prior experience taking on significant responsibility in an administrative/managerial setting;
- Experience in environmental or natural resource field desirable.
- Discretion and ability to respect confidentiality;
- Willingness to work a flexible schedule that includes occasional evening/weekend events and travel.

The Operations Manager will travel regularly within the Yakima Basin and to occasional meetings throughout the state. A valid Washington State Driver's License and ability to provide your own vehicle are required. Travel will be reimbursed at the State-approved rate.

Physical Requirements and Working Conditions

The Operations Manager must possess 1) mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings (some in the evening) at various sites, 2) strength to lift and carry materials weighing up to 20 pounds; 3) vision to read printed materials and a computer screen; and 4) hearing and speech to communicate in person and over the telephone.

COMPENSATION

The Operations/Outreach Coordinator will be paid between \$15 and \$20/hr depending on experience. Benefits include health insurance, retirement plan and paid leave. This is a 30 to 40-hr per week position based in Yakima; total hours and schedule to be negotiated with the successful applicant.

APPLICATION PROCEDURE

Position is open until filled; first review of applications to occur on January 10th. To apply, submit a cover letter, resume, a recent writing sample* and the name, address, phone number and email for three references familiar with your professional abilities. Applications can be sent to:

Yakima Basin Fish & Wildlife Recovery Board
1110 W Lincoln Ave
Yakima, WA 98902

Or submit via email to aconley@ybfwr.org

*The writing sample should be a professional or academic document written within the last 5 years of which you are the primary author. It should display your writing skills and style. A length of 2 to 10 pages is appropriate. You are not being asked for a handwriting sample.