



THE SIERRA FUND

Operations Manager

Job Summary

Reporting to the Chief Executive Officer, the Operations Manager will be responsible for oversight and implementation of The Sierra Fund's (TSF) administrative programs. This is a full time position with opportunity for growth. The Operations Manager will provide leadership on administrative functions, in order to ensure that TSF has the systems and procedures in place to support effective program implementation and expansion. The Operations Manager will lead day-to-day operations including human resource management, grants administration, organizational systems and information flow. The Operations Manager will work closely with program leaders and staff, not only to educate them regarding administrative systems and accounting procedures but also to improve how the administrative functions can support program operations.

Summary of Essential Job Functions

- Improve the operational systems, processes and policies in support of TSF's mission—specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of administrative functions through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Manage organization information technology and office infrastructure and coordinate IT support
- Direct office management, database and communications staff activities
- Manage human resources consistent with current law
- Implement a robust contracts management and grant tracking program
- Interpret legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines
- Ensure that the contract billing and collection schedule is adhered to
- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies
- Assist The Sierra Fund's leadership in the annual budgeting and planning process
- Support the CEO in engaging the board around issues and trends in operational issues and models
- Manage organizational and programmatic forecasting by working in partnership with the program managers; continuously collaborate with program managers to support efficacy of program operations and establish administrative systems to support program operations

Supervisory Responsibility

This position has direct supervisory responsibilities over TSF's Administrative Assistant and Database Assistant.

Work Environment

This position will work out of The Sierra Fund's office in downtown Nevada City, CA. Our office, while professional, is collegial and warm. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel; and reach with hands and arms.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience

Minimum of a BA. This is an extraordinary opportunity for a professional with five years of non-profit administrative and program management experience. S/he will ideally have experience in a complex nonprofit environment that has multiple programs.

Additional Qualifications

- Personal qualities of integrity, credibility, and unwavering commitment to The Sierra Fund's mission
- Proactive, hands-on systems thinker who will own the responsibility for the organization's operations
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Knowledge of tax and other compliance implications of non-profit status
- Human Resource management background
- Track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants
- Technology savvy including managing Windows network
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation in addition to simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners

Salary

The Sierra Fund offers a competitive salary range commensurate with applicant's experience and qualifications and benefits, including 100% paid health insurance for full-time employees and 25% of dependents, employer contributions to a 403(b) retirement plan, and generous holiday, sick, and vacation days.

Application Instructions

Email a resume and letter of interest to jenny.michael@sierrafund.org by May 27 with your name and "Operations Manager" in the email subject line. Application review will begin immediately. Position is open until filled.

The Sierra Fund is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender.