



Operations Manager and Board Liaison

Job Description

Position Title:	Operations Manager and Board Liaison
Reports to:	Director of Finance and Operations
Status:	Full-time, exempt
Compensation:	Starting salary \$48,000-\$58,000/year DOE, <i>a supportive benefits package including health, dental, vision, short and long term disability, and life insurance. MRT offers a competitive PTO package starting at 3 weeks paid vacation, 2 weeks of paid sick leave, and 10 floating holidays per year. MRT offers a Simple IRA retirement benefit with up to a 3% employer match contribution.</i>

Role of the Operations Manager and Board Liaison

The Operations Manager & Board Liaison (Manager) is responsible for managing the McKenzie River Trust (MRT) offices (offices include a main office in Eugene, an upriver satellite office in Finn Rock, OR and a coast office in Newport, OR) and performing multiple administrative functions within the organization. This person will maintain all office systems and equipment, work with lessors to ensure offices are running effectively, create and communicate policies and procedures, and is responsible for reception (in the main office in Eugene) and mail distribution. The Manager will be in charge of accounts payable by working with various staff to ensure invoices are paid efficiently and will troubleshoot accounting problems and create reports. They are also responsible for depositing incoming checks in a compliant and timely manner. This role will serve as a liaison to the McKenzie River Trust Board of Directors and will lead Human Resource functions including onboarding and offboarding of employees. They will also aid in the coordination, planning, and oversight of events for staff and Directors. This is a full-time position based in Eugene, Oregon, and reports to the Director of Finance & Operations.

Essential Duties for the Operations Manager & Board Liaison

With the Director of Finance & Operations, oversee administration and efficiency in all MRT facilities. Specifically:

OFFICE MANAGEMENT

- Manage and maintain the Eugene office to keep it functional and efficient. Function as the main liaison with landlord(s) for office maintenance, cleaning, and repairs. Manage thermostats/HVAC issues and office security. Coordinate MRT publications/swag with other staff as needed. Help create and communicate office-specific policies and procedures to staff.
- Maintain all office systems and equipment (i.e. copier, printers, kitchen appliances) and track/negotiate related contracts and agreements. Purchase office equipment and supplies and ensure appropriate stock is on hand. Work with IT consultants on computer and server management as well as the telephone/voicemail system.
- Act as Eugene receptionist which includes greeting visitors, being on site to accept deliveries and service calls, ensuring the office is kept clean and organized, managing phones (forwarding calls and returning voicemails) and emails, and processing incoming/outgoing mail and donations.
- Ensure McKenzie River Trust field offices throughout the region are running optimally. Help to coordinate vendors, ensure equipment is working properly and contracts are current. Ensure policies and

procedures related to office security and safety are current and understood. Travel to field offices as needs arise to deliver equipment or assist in new hire onboarding.

- Work with the Director of Finance & Operations (DFO) to ensure all office safety/emergency plans, including documentation and training, are current, and manage all OSHA posting and reporting requirements.

OPERATIONS

- Develop and manage shared documents and resources (i.e. directories, policies, guides). Ensure resources are kept current and easily accessible to all staff.
- Assist the DFO with onboarding new employees and interns and demonstrate sensitivity when handling confidential information.
- Manage assets inventory and related updates to insurance company.
- Assist with the coordination of office events and staff-wide meetings and outings including preparing materials, making reservations, and gathering needed food/supplies. Provide meeting support and support IT with A/V troubleshooting in meeting rooms.
- Provide direct support to the Executive Director including expense reporting, arranging travel, and managing schedule as needed.
- Arrange travel for staff as requested including accommodations, airfare, rental vehicles, etc.
- Assist DFO with operations related tasks and project as requested.
- Does not supervise any staff but may help plan and direct the work of volunteers and interns.
- Prioritize tasks in the absence of specific instructions and make day-to-day decisions within the scope of work assignments; duties are performed according to instructions or established practices and supervisor will resolve any problems or questions.

FINANCE

- Manage the accounts payable system. This includes working to obtain I-9's and Conflict of Interest forms, prepare invoices, resolve problems relating to accounts payable, and maintain productive relationships with vendors. Track invoices paid and projects/accounts charged and ensure proper coding; train staff and act as a resource to all staff in answering payment questions.
- Prepare and submit monthly expense reports for office expenses. The manager will also act as a delegate for expense report approvals for Executive Director direct reports.
- In collaboration with the Development team, deposit incoming checks in a compliant and timely manner.
- Work with Director of Finance to track and update leases.
- Manage the Conflict of Interest Form database to ensure all forms are properly filed and current.
- Track and maintain all contracts entered into by the McKenzie River Trust.
- Prepare quarterly budget to actual reports for individual projects as requested by the Director of Finance & Operations.
- Serve as backup for the financial reporting system to provide assistance to the DFO and/or to fulfill the requests of staff when DFO is out of the office or unavailable. This includes running preloaded or ad hoc reports and researching individual transactions when necessary.
- Assist with annual budgeting and create tracking reports as needed.

BOARD OF DIRECTORS

Serve as liaison to the McKenzie River Trust Board of Directors by:

- Assisting the Executive Director on Board Communications as needed.
- Supporting onboarding and orientation of new Directors
- Assist the Executive Director on tracking Board terms of service and other duties associated with Nominating and Governance Committee of the Board of Directors.
- Organizing Board meetings including:
 - Booking meeting venues and ensuring they include all necessary access and equipment.
 - Organizing meals and snacks.
 - Review, organization, and updating of Board Handbook and other required materials.
 - Gathering all needed items for the day of the meeting or event such as materials, name tags, computer equipment, etc. to ensure we are well prepared.
 - Managing the meeting the day of and being on point to assist with any issues.
 - Responsible for wrap-up of meeting, clean-up, and ensuring all MRT items utilized are properly

- returned to the office.
- Completing and distributing Board meeting minutes.

DEVELOPMENT

- Assist with preparing and mailing donor stewardship/gift acknowledgment letters.
- Provide support for mass mailings and communications when needed by printing, supplying postage, and mailing.
- Manage credit card receipts and accompanying paperwork.

CONSERVATION

- Provide administrative assistance and select project management to assist conservation staff as needed.

Knowledge, Skills and Abilities

- 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).
- Experience with AP/AR and familiarity with Quickbooks or similar accounting software.
- 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.
- Willingness to work occasional evenings and weekends.
- Must have a valid driver's license and be able to drive.
- Willingness to take on work outside of the immediate job description when in the best interest of the Trust.

Education & Experience Desired

- Relevant technical training or coursework at the college level 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.

Working Conditions and Physical Effort

Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain. Travel is minimal and includes visiting other MRT offices or project sites, remote Board meetings, and attending trainings when held out of the area.

The McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. In accordance with the American with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. The McKenzie River Trust maintains its status as an at-will employer.

Organizational Background

Since 1989, the McKenzie River Trust (MRT) has helped people protect and care for the lands and rivers they cherish in western Oregon. From the Cascade Mountains to the Pacific Ocean, MRT envisions a future in which conservation lands are at the core of community efforts to sustain clean water, abundant fish and wildlife, and diverse natural resource economies. We work at the intersection of ecological systems and human community needs to ensure the health of both in the face of changes in climate and land use. MRT protects over 7,000 acres of land through ownership and conservation easement. Grounded in science, we work collaboratively to heal, restore, and enhance regionally important natural systems, and connect people to places they care about. MRT is based in Eugene, and our work is centered in the upper Willamette River Basin, but we also carry out work in the Umpqua, Siuslaw, and coastal river basins. In 2021 we opened our first field office on the central Oregon coast.

On Diversity, Equity, Inclusion, and Justice

Having invested in staff training in Diversity, Equity, Inclusion, and Justice (DEIJ) for several years, we have recently crafted a DEIJ commitment statement and plan. For over 30 years, the McKenzie River Trust (MRT) has pursued our mission by focusing on habitat diversity and health, river dynamism, and wild landscapes. But we need to more explicitly acknowledge that people and communities have been and continue to be part of these ecosystems and that the helping people part of our mission compels us to ensure that our work benefits and engages all people, not just some. Bringing DEIJ values to bear in our work will support us in maintaining the landscape-scale vision required to address climate resilience and community resilience as we work to maintain the ecological integrity of western region's landscapes. We have work to do. We encourage all candidates, particularly those with diverse backgrounds in culture, education, and professional experience, to apply for this position.

To Apply, please prepare a resume and cover letter describing your interest addressed to **Allegra Jasper, Director of Finance and Operations**. Send that letter and a resume, combined in one PDF no longer than 4 pages total, via email to **jobs@mckenzieriver.org** Applicants' materials are redacted for personal information to reduce bias by hiring managers.

Position will be open until filled, initially posted on September 26, 2022. First review of applicants will begin October 18th. MRT typically conducts a remote interview first via zoom, a potential second interview, a writing exercise, and then a final meet and greet with the staff in person, before a formal offer is given.