



SCMTS Job Description · October 2021

## Operations Director

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### **About SCMTS**

The Santa Cruz Mountains Trails Stewardship (SCMTS) is a nonprofit trail stewardship organization dedicated to trail building, responsible land management, and education. We work to support, preserve, and expand sustainable trail access throughout the Santa Cruz Mountains area. We're trail builders, resource management experts, and outdoor enthusiasts who are driven to provide equitable and sustainable trails for all users.

### **Position Summary**

SCMTS' Operations Director plays a crucial role in the function of the organization, reporting directly to the Executive Director and working closely with managers of all SCMTS programs to ensure alignment with strategic and financial goals of the organization. This position is responsible for ensuring the use of best practices for nonprofit finance, operations, and HR functions within the organization. This position requires a holistic understanding of all aspects of SCMTS' functions and the ability to perform high level financial analysis and forecasting as well as the tactical day-to-day operational tasks to keep the organization firing on all cylinders. This individual will refine and ensure compliance with financial policies, procedures, controls, and reporting systems. This position is also responsible for SCMTS HR functions, which includes maintaining our employee handbook, as well as benefits, coordinating staff onboarding/offboarding with hiring managers, and overseeing employee growth and development. The Operations Director reports directly to the Executive Director, supervises SCMTS' Office Manager, and works closely with program managers on AR/AP, budgeting, financial reporting, contract review, and admin support.

### **Responsibilities**

#### **Finance**

- Stewards and maintains budgeting and forecasting tools including developing annual budget, performing quarterly budget updates as needed, and updating financial forecast tools on monthly basis.
- Reports on financial status monthly. Reports are generated for the director, the management staff, and the SCMTS Finance Committee.
- Works with SCMTS' CPA on annual audit and tax preparation.
- Refines and ensures compliance with financial policies.
- Works with program managers on departmental and project/program budgets and reporting.

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- Supervises and works closely with Office Manager on items including month end reconciliation and close, reports, payroll.
- Works closely with Trails Account Manager on project bid and contract preparation and project invoicing.

### **Operations**

- Works closely with program staff to educate them regarding finance and accounting procedures. Provides financial reports and support for their program requirements.
- Maintains organizational insurance and works with program staff on specific insurance needs.
- Maintains and updates staff HR functions. Coordinates all hiring, onboarding, communication, training/growth development, conflict resolution and benefit programs.
- Manages ongoing updates to the SCMTS employee handbook.
- Tracks and ensures compliance with federal and state labor regulations, including prevailing wage and EDD requirements.
- Oversees maintenance and upkeep of SCMTS facilities, including repairs and stocking of supplies and sundries.

### **Qualifications**

- Spreadsheet enthusiast with the ability to communicate complicated financial models and operations systems to a broad audience both clearly and effectively.
- Creative and strategic thinker with exceptional attention to detail.
- Above-and-beyond time management and organizational skills.
- Excellent written and oral communication skills.
- Pro-active information gathering, problem identification and solving, agreement making and disaster averting skills.
- Experience with non-profit accounting.
- Strong background in Quickbooks.
- Experience using Google Drive tools, including Sheets, Docs, Calendars, etc.
- Self-starter with the ability to manage multiple projects independently
- Experience with project management and communication tools such as Monday and Slack

### **Additional Desired Skills**

- Fluency in Spanish or other languages spoken in California is strongly preferred.
- Knowledge of SCMTS, familiarity with trail building and recreation communities throughout California.

### **Physical Requirements**

This job requires prolonged sitting and use of computer and mouse. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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### **Performance Metrics and Evaluation**

Your success will be measured by your ability to:

- Consistently and comprehensively track and report on financial status
- Identify financial risk factors and initiate mitigation measures
- Stay up to date and in compliance with HR requirements

### **Additional Information**

Work location is at the SCMTS office in Santa Cruz, California with some remote work permitted.

### **Status, Compensation, and Benefits**

This is an exempt full-time staff position with a starting annual salary of \$85k. SCMTS provides a comprehensive benefits package, including health, dental, and vision insurance. SCMTS offers a 401K retirement plan with up to 3% matching contributions. Annual paid leave benefits include ~10 holidays, 3 sick days, and 15 vacation days.

### **Equal Opportunity Policy**

SCMTS' policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates SCMTS' commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging.

### **To Apply**

Submit a cover letter, resume, and list of 3 professional references to [jobs@santacruztrails.org](mailto:jobs@santacruztrails.org). Please include any pertinent information, including professional and personal experience, that is relevant to the position. This position is open until filled.