



**JOB ANNOUNCEMENT**  
**Director of Operations**  
**Full-Time 30-40 hours/week**  
**Pay Depends on Experience – Range \$35-40/hr.**

**Who We Are**

Resource Conservation Districts (RCD's) across California serve as local hubs for conservation, providing technical, financial and educational assistance to landowners, land managers, and community members to protect, restore, and enhance natural resources on private and public lands. The East Stanislaus Resource Conservation District supports Stanislaus County residents and farmers by providing education and resources to improve the overall health of our communities, our natural systems and agricultural legacy. The ESRCDC is a local government unit that operates as a Special District within the State of California and is governed by a local Board of Directors. The ESRCDC works in partnership with the Natural Resource Conservation Service (NRCS) and other state, federal and local agencies, and organizations within the San Joaquin Valley region to support environmental stewardship.

**Position Summary**

The Director of Operations is a detailed and driven individual in a leadership position, with a direct reporting relationship to the Board of Directors and Executive Director. The Director of Operations will manage and enhance existing financial management plans needed to strengthen the organization's overall fiscal policy, fundraising capacity and sustainability. The Director of Operations will be expected to provide strategic leadership to diversify, strengthen and grow ESRCDC's base of financial resources with a focus on meeting federal, state and local financial mandates for a public agency. Developing key internal and external financial management systems, including but not limited to: QuickBooks records, contracting records, budget planning and oversight, expense records, invoicing related to accounts payable, invoicing related to accounts receivable, payroll and payroll records, monthly financial reports, annual federal, state, local and internal audits, human resources and benefits.

The ideal candidate will be committed to ESRCDC's mission and organizational values, possess superior interpersonal and communication skills, bring experience in driving and sustaining growth in contributed revenue, and can work effectively with a wide range of internal and external stakeholders including staff and board members. The Director of Operations will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Director of Operations will work closely with the Executive Director in achieving goals related to general operations, planning and budgeting, grants development, contracting and compliance to policy and procedure manual.

## **Duties & Functions**

### **Program Strategy**

- Strategic planning, budgeting, project development and funding development plans.
- Board relationship regarding all financial reporting.
- Staff Supervision regarding HR requirements, timecards and payroll.

### **Administrative and Operations Functions**

- Accounting and Finance functions related to all budgets, AP and AR.
- Human Resources for onboarding, offboarding and benefits management.
- Infrastructure and facilities needed for financial management.
- Grant tracking and reporting on goals, objectives and deliverables.
- Invoicing and recording with ESRCD procedures and grant procedures.
- Operational systems for budget management, purchase orders and contracts.
- General staff functions to participate in team meetings and project needs.

### **Programmatic Functions**

- General staff functions to participate in team meetings and project needs.

### **Revenue Development Functions**

- General staff functions to participate in team meetings and project needs.

### **Communications & Outreach Functions**

- General staff functions to participate in team meetings and project needs.

## **Skills & Qualifications**

The Director of Operations is the chief financial officer of the East Stanislaus Resource Conservation District requiring the following skills and qualifications:

- Excellent financial management skills with meticulous attention to detail. Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Proficient in QuickBooks, Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams), Adobe Acrobat and Google Suite. Experience with Customer Relationship Management Software and Social Media web platforms a plus.
- Exceptional writing and editing skills, experience with grant writing and proposal development for purposes of determining funding needs and budget narratives.
- Enjoy engaging with all aspects of financial management including internal and external communications and ability to work with a variety of people with diverse interests and temperaments.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude.
- Ability to work independently as well as part of a team.
- A valid California driver's license.

## **Supervision & Guidance**

The Director of Operations (DOO) works under the supervision of the ESRCD Board President but exercises individual initiative in implementing ESRCD policies and programs. The DOO provides technical guidance to ESRCD employees and other team specialists and reviews completed work for policy and technical soundness and conformance with District criteria. The President, with the concurrence of the Board, will evaluate the performance of the DOO.

## **Working Conditions & Physical Demands**

This job operates in a professional office environment and a flexible work schedule with the ability to work remotely as well as in the office. Candidates should have the ability to sit comfortably for a prolonged time. Position will also include occasional standing, lifting items up to 40 pounds, walking, and bending/squatting. This position may require outreach in the community, including visiting event/program sites. This position will occasionally be engaged in community planting or improvement projects, such as community clean-ups/plantings, serving outside in various types of weather.

To perform the duties of this position, the Director of Operations must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a valid driver's license is required. Although ESRCDC has some access to government vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on federal mileage rate).

## **Benefits & Compensation**

Financial compensation for the Director of Operations will be commensurate with applicable experience between \$35 to \$40 per hour.

In addition to paid legal holidays, workers compensation, and unemployment insurance, the ESRCDC provides vacation and sick leave as well as a comprehensive medical, dental and retirement benefits package. Eligibility for benefits varies and becomes available at certain times within and following probationary service period.

## **To Apply**

To apply for this position, please email a resume/CV and a cover letter to Attn: HR at [info@eaststanrcd.org](mailto:info@eaststanrcd.org). Applications will be accepted until the position is filled. The ESRCDC is an equal opportunity employer.