



**Director of Business Operations  
Job Announcement  
April 2022**

The Santa Lucia Conservancy is a 501(c)(3) non-profit land trust incorporated in 1995 to protect, study, and steward the unique natural resources of the Santa Lucia Preserve. Located in the Santa Lucia Mountains, the Preserve is a unique and forward-thinking conservation community that weaves human settlement into a large-scale conservation landscape. As a science-guided land trust, the Conservancy conducts novel and essential land management, habitat restoration, and biological research to support rare and at-risk species and ecological processes.

In addition to owning and managing 10,000 acres of fee owned lands, the Conservancy manages 8,000 acres of conservation easements in partnership with the Preserve community comprised of nearly 300 families, the Ranch and Golf Clubs, and the Community Services District. Contiguous both in geography and spirit, the Preserve is one 20,000-acre landscape with 18,000 acres permanently protected and cared for by the Conservancy and an engaged residential community.

**Position Summary**

The **Director of Business Operations** organizes and oversees the Conservancy's daily operations, including finance, Human Resources, IT, facilities management, and administration. The Director of Business Operations is part of the senior management team, reports to the Executive Director, and supervises the Bookkeeper/Office Administration position. Ideal candidates have proven senior management experience with excellent organizational, communication, and leadership abilities. We are looking for a team-oriented, values-driven executive who has been successful managing the operations of an organization and who enjoys developing innovative solutions with honesty and integrity.

**Essential Duties and Responsibilities**

**OPERATIONAL MANAGEMENT (40%)**

- As part of the senior management team, practice positive leadership while modeling organizational values
- Oversee day-to-day finance, Human Resources, IT, facilities management, and administration
- Measure and improve organizational performance using metrics set by the Executive Director and Board of Trustees



- Review financial information and adjust operational budgets to stay within Board Approved budget
- Plan workforce/resourcing requirements, including the development of job descriptions
- Review financial and non-financial reports to devise solutions or improvements
- Manage relationships/agreements with external partners/vendors
- Ensure operational adherence to legal guidelines and in-house policies to maintain the company's legal standing, business ethics, and quality management
- Oversee IT services with outside vendor to ensure best practice and cybersecurity of organization's data
- Supervise the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities
- Negotiate the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions
- Participate as needed in special department projects
- Supervise Bookkeeper/Admin Assistant position

### **FINANCIAL MANAGEMENT (25%)**

- Develop a balanced annual budget that supports the organization's programs
- Oversee the company's fiscal activity, including budgeting, reporting and auditing
- Identify and address financial risks and opportunities to the organization
- Proactively seeks to reduce expenses and increase revenues
- Oversee A/P and payroll
- Develop and implement processes, procedures and systems to ensure business operations deliver the financial goals of the organization and adhere to company policy
- Maintain a deep knowledge of nonprofit financial policies Land Trust Alliance Standards and Practices
- File annual returns including Sales & Use tax, Statement of Officers, Welfare Exemption (Property taxes), Registry of Charitable Trusts (For RRF-1) and ensure the timely filing of annual Form 990;

### **HUMAN RESOURCES (20%)**

- Maintain and enhance staff satisfaction and contentedness
- Administer various human resource plans and procedures for all company personnel



- Assist in the updating of employee handbook and personnel policies and procedures, in conjunction with Executive Director and HR consultants
- Perform benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees
- Conduct recruitment efforts; conducts new-employee orientations; monitor career-pathing programs
- Proactively encourage the professional development of staff
- Handle employee relations counseling, outplacement counseling and exit interviewing
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed
- Maintain compliance with federal and state regulations concerning employment

#### **BOARD OF TRUSTEES SUPPORT (15%)**

- In partnership with Executive Director, develop and implement Board stewardship plan
- Assist the Executive Director in Board support for all Board meetings and any committee meetings, as requested
- Oversee logistics for all Board meetings and events including venues, meals and travel/accommodations required for out-of-town Trustees
- Record Board and committee meetings and provide minutes for office records

#### **Skills and Qualifications**

- High emotional intelligence and strong interpersonal skills
- Undergraduate degree required, preferably in business administration or relevant field; Master's degree preferred. Can be waived where individual has  $\geq 5$  years' experience in progressively more senior roles in organizational administration or operations.
- $\geq 5$  years' experience in organizational leadership, or in a related field and experience managing staff and systems, and collaborating with senior level executives
- Leadership skills, including the ability to relate to and effectively support others and manage time effectively
- Significant experience in developing operational strategies, processes and procedures in complex organizations
- Understanding of corporate finance and performance management principles
- In-depth knowledge of non-profit governance and general management best practices
- Working IT skills, particularly in the Microsoft Office Suite



### **Preferred Qualifications**

- Excellent organizational and leadership skills
- Thoughtful and analytical approach to decision making
- Non-profit management experience
- Effective relationship building skills
- Adaptable, flexible, with the ability to lead and drive for results
- Excellent written and oral communication skills

### **Working Conditions/Physical Effort**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job is mostly seated in an office environment, using a computer for the majority of the time. Core business hours are M-F 8:30am-5pm with opportunity for hybrid remote/office workplace and flexible work week, as long as the organization's needs are met.

This is a full-time, exempt position. Competitive compensation package commensurate with experience and requisite knowledge, skills and abilities.

Competitive benefits including health, dental, vision, FSA, life insurance, 401(k) with 6% employer match, 12 paid holidays, vacation, and sick time.

### **How to apply**

Please submit your application in **one** PDF by **Friday, April 29, 2022**, with "Director of Business Operations" in the subject line to Jamison Watts, at [jwatts@slconservancy.org](mailto:jwatts@slconservancy.org). Applications should include:

- Cover letter describing your skills and any non-profit experience.
- Resume and salary requirements.
- Up to three personal and/or professional references.

No phone calls, no walk-ins, and no recruiters please.

The Conservancy is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.