



JOB ANNOUNCEMENT
Director of Operations and Finance

Watsonville, California

Deadline for Applications: June 17, 2024

About Watsonville Wetlands Watch:

Watsonville Wetlands Watch is a non-profit agency, established in 1991, whose mission is to preserve, restore, and foster the appreciation of the wetlands of the Pajaro Valley. Each year our restoration programs restore and enhance over 1,000 acres of wetlands, open space, and recreational trails throughout Watsonville and the greater Pájaro Valley and an urban forestry program for the City of Watsonville. Our education programs provide dynamic outdoor field experiences, leadership development, and job training programs for over 6,000 Pájaro Valley students, youth, and young adults. In order to inspire the conservation of Watsonville's wetlands and watersheds and to foster a strong community dedicated to this work, we offer free community events, lectures, and tours to thousands of people each year.

The Watsonville Slough System is California's third largest coastal freshwater wetland complex and supports 23 different native plants and animals that are threatened, endangered, or species of concern. The slough system underlies the City of Watsonville and surrounding agricultural and open space lands of the Pajaro Valley watershed. Watsonville Wetlands Watch envisions a wetland ecosystem that thrives within Watsonville and the greater Pajaro Valley, and a community, which is at the center of its conservation.

The offices of Watsonville Wetlands Watch are in the Fitz Wetlands Educational Resource Center on the campus of Pajaro Valley High School in Watsonville, California.

For more information on the organization, please visit www.watsonvillewetlandswatch.org

About the Position:

In reporting to the Executive Director, the successful candidate will be both a hands-on manager and a partner in developing strategies for effective organizational development, growth, and sustainability of a well-respected, high-impact non-profit.

The Director of Operations and Finance will help to ensure effective finance and operations management and organizational impact, while helping to guide the organization toward fulfilling its strategic plan goals. The position will provide essential leadership in grants and contracts management and reporting, fiscal management, human resources and programs development. The ideal candidate will have experienced in related fields and be interested putting their experience to work in support of a dynamic and growing values driven organization. The position is supervised by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Human Resources, Administration, and Finance

Provide high level administrative support to ensure organizational administration is effective, including, monitoring and supporting compliance with State and federal requirements, supporting financial planning, preparing financial reports, budget development, financial monitoring and related administrative processes.

Provide high level support to administrative team and staff for human resources and personnel matters.

Oversee subcontracting processes for subcontractors and consultants.

Oversee new hiring recruitment and hiring processes, as needed, in coordination with the WWW administrative team.

Provide support for technology and facilities maintenance.

Develop monthly and quarterly reports on development and finance to support organizational management, board review, and for external reporting.

Assist with preparation of Board packets and resource documents.

Grants and Contracts

Manage state, federal, and private foundation grants, including tracking of quarterly and annual progress reporting, creation of invoices and progress reports, and related compliance with funder policies and procedures.

Provide support for grant application preparation, tracking and timely submission.

Oversee invoice and reporting process for State and federal grants and other contracts and

ensure compliance.

Organizational Leadership and Programs Delivery

Represent the Executive Director and organization at meetings and functions when requested by the Executive Director.

Support and assist the Executive Director in organizational management and legal and policy related compliance.

Support the Board of Directors through regular communication as needed and provide high level support to strategic and operational plan development and implementation.

Collaborate with the fund development team to ensure high quality community outreach, communications, fundraising programs and events, and related fund development activities.

OTHER RESPONSIBILITIES

- Establish and maintain effective channels of communication with partners, co-workers, contractors, participants, volunteers and the public to strengthen and support the mission of WWW
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on-the-job activities.
- Conduct self in a manner reflecting credit on the organization and encourage others to do the same.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Commitment to the mission of Watsonville Wetlands Watch
- Bachelor's degree or equivalent experience
- Ability to develop strategic partnership to advance creative environmental conservation
- 3+ years experience with management responsibilities in a non-profit or non-governmental organization or commensurate experience
- 2+ years experience of staff supervision
- Human resources experience
- Highly organized
- Proven, excellent writing and verbal communication skills

- Ability to interact effectively with others and strong communication skills

OTHER SKILLS AND ABILITIES

- Ability to communicate in Spanish desirable.
- Must be able to prioritize in accordance with changing deadlines and priorities.
- Must be even-tempered and team spirited
- Working knowledge of efficient filing systems, office machines and equipment.
- Must be able to make sound independent decisions based on available data.
- Must be able to work with a variety of personalities in an effective manner.

HOURS AND COMPENSATION:

This is a part-time to full-time position, with 30-40 hours per week, located in Santa Cruz County. The hourly range for the position is \$38 - \$46 per hour based on experience with the potential to increase over time based on cost of living and merit increases. We offer a generous benefits package including medical, dental and vision as well as vacation, sick, and holidays and an employer sponsored retirement plan.

APPLICATION: Interested and qualified candidates should provide the following via email to hr@watsonvillevetlandswatch.org. If you would like to discuss this position, you may contact Jonathan Pilch, Executive Director at 831-728-1156 x 4 or jonathan@watsonvillevetlandswatch.org

- Cover letter describing your interest and qualifications in this position.
- Resume.

Applicants only. Recruiters, please don't contact this job poster.

Watsonville Wetlands Watch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Candidates for the position will be required to pass a finger-printing through the Pajaro Valley Unified School district.