



**OPERATIONS DIRECTOR  
JOB DESCRIPTION  
APRIL 2024**

Eastern Sierra Land Trust (ESLT) is seeking an experienced Operations Director to join our nationally accredited land trust in our high-functioning, professional and face-paced work environment.

**ABOUT ESLT:**

Founded in 2001, ESLT is a 501(c)(3) organization that works to protect vital lands in the Eastern Sierra region for their scenic, agricultural, natural, recreational, historical, and watershed values. Through partnerships with forward-thinking landowners, governmental agencies, and our community, ESLT has permanently protected over 23,000 acres of our region's most valuable resources. ESLT supports a healthy balance of land uses — from ranching to biking, wildlife habitats to favorite fishing spots — that can be sustained forever, thereby ensuring a strong local economy and healthy environment for generations to come.

ESLT is committed to persistent learning, educating, and training about race, bias, and systemic racism. We are proactively adjusting our organizational systems, structures, and policies to increase equity, address opportunities for growth, and expand the spaces in our organizational culture for those who have not been historically included.

Every team member at ESLT is considered a leader who embraces their assigned role and encourages colleagues to be their best through effective communication, collaboration, and shared values. As a small organization, we are self-starters and are flexible to ever-changing circumstances. We operate from a place of integrity, trust, and personal responsibility with the goal of representing ESLT in a positive way. We have mutual respect for one another and use discretion in all business dealings and communication.

**POSITION OVERVIEW:**

The Operations Director is supervised by and works closely with, the Executive Director/CEO (ED/CEO). The Operations Director (OD) will lead in maintaining, developing and implementing organizational, business and financial systems, and managing the ESLT office in Bishop, CA. As the administrative hub for ESLT, the OD supports ESLT team members, plays an important role in all of ESLT's programs by assisting when requested, and supports and maintains strong community, donor and partner relationships.

**KEY RESPONSIBILITIES:**

**BUSINESS OPERATIONS AND ADMINISTRATIVE SUPPORT**

*ED/CEO and BOD Support:*

- Provide high-level support to ED/CEO and assist with special opportunities.

- Provide high-level support to the BOD and Committees upon direction from the ED/CEO, including compiling and distributing materials for BOD meetings; maintain meeting records, and onboarding new BOD, Advisory Council and Committee Members.
- Work with the ED/CEO to lead the implementation of the ESLT's Strategic Plan, including planning for sustainable organizational success.

***Business Operations:***

- Lead day-to-day office operations including staffing front desk, respond to general inquiries via walk-in visitors; [info@eslt.org](mailto:info@eslt.org), phone calls; handle incoming inquiries; distribute mail.
- Collaborate with ED/CEO to maintain, establish, review, update, and implement internal processes and procedures in accordance with applicable laws.
- Manage the Compliance Calendar and CA and NV regulatory state and charitable filings; deadlines, and all staff-accessible calendars with Google.
- Ensure proper filing and archiving of all organizational documents.
- Manage all organizational insurances with risk management.
- Track staff PTO and Professional Development and report quarterly to ED/CEO.
- Schedule and assist with the facilitation of meetings, trainings, and outings.
- Lead vehicle maintenance and manage records.
- Help to maintain a healthy, happy and efficient work culture.
- Assist with events, including but not limited to, preparation, participating day of the event and assistance with cleanup/breakdown.

***Office Management & Technology:***

- Ensure that ESLT has a safe, clean, healthy, and professional work environment with adequate technology, supplies, and other resources for staff to perform their duties.
- Run errands as needed such as supply purchases, mail, bank deposits, and other off-site tasks; organize materials, food, and venue for meetings as requested.
- Act as "on-call" first responder for property issues at the ESLT headquarters.
- Provide first line of assistance to resolve technology issues and supervise contract IT support provider; Evaluate technology and other equipment needs on an annual basis.

**FINANCIAL MANAGEMENT**

- Manage and reconcile staff timesheets and PTO requests; submit to bookkeeper on schedule.
- Manage and reconcile charge cards, bill payments and tracking; provide materials and reports to Bookkeeper and ED/CEO in timely and organized manner.
- Support ED/CEO in development and tracking of annual budget.
- Lead annual audit and IRS Form 990 filing with bookkeeper and auditor.
- Lead Grant Compliance and Management, including tracking income and expenses, assisting with budget development, invoicing, and updating Grant Calendar with important deadlines.

**HUMAN RESOURCES:**

- With the ED/CEO lead human resources by maintaining, updating and implementing all HR policies and procedures in accordance with Land Trust Alliance Standards and Practices and CA and federal requirements; ensure compliance across the organization. This includes (but not

limited to) providing necessary forms, documents and trainings to staff, board and volunteers in accordance with CA laws, including payroll, vacation, sick and remote work request, Simple IRA, health insurance, and ESLT policies and procedures.

- Support hiring, recruitment, onboarding and orientation of new staff, volunteers, and interns.

#### **SKILLS AND QUALIFICATIONS:**

- Proven administrative record and supervision with at least five years of experience.
- Ability to coordinate multiple projects simultaneously.
- An analytical mindset with problem-solving skills; detail-oriented, highly organized; strong time management skills, strong written communication skills.
- Financial and Grant management experience, including bookkeeping, budgeting, and reporting.
- Computer proficiency, including ability to trouble-shoot basic computer user problems and learn new computer skills. High proficiency needed with Microsoft, Google and Dropbox.
- Ability and desire to be in a work environment that values working as a team, relationships, and giving and receiving honest feedback.
- Strong sense of ethics and humor, integrity, discretion, and ability to maintain confidentiality.
- A passion for conserving land and serving our community.
- Notary license is a plus.

#### **WORKING CONDITIONS:**

- This is a full-time exempt position based in Bishop, California with hybrid (in-office and remote) work options and is expected to work in the ESLT office a minimum of three days per week. Some weekend, evening work and travel is required.
- A valid driver's license and proof of insurance is required.
- This is largely a sedentary role; however, some lifting and filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- ESLT is a dog-friendly office; no peanuts are allowed due to severe allergy of a team member.

#### **COMPENSATION AND BENEFITS:**

Competitive benefit package including health insurance, retirement plan/employer match, generous PTO. Salary range of \$73,000 – \$85,000. Opportunities for training and career advancement.

#### **TO APPLY:**

Send a cover letter and resume to [info@eslt.org](mailto:info@eslt.org) with "Operations Director" in the subject line. No phone calls, please. Applications without a cover letter may be ranked lower. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you're the right person for this job and can persuasively make that case, we encourage you to apply. Application period open until filled; ESLT is looking to fill this position in a timely manner.

*\*\*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. ESLT is an equal opportunity employer and acts in accordance with applicable law in all our hiring and employment practices.*