

Full-time Operations Director Position

The Environmental Justice Coalition for Water (EJCW) seeks a full-time Operations Director. We are seeking an experienced professional with proven administrative, organizational and financial skills. The Operations Director is responsible for the oversight of all finance, accounting, human resource, and office operations functions. Performance at this level requires knowledge of non-profit management policies and procedures and the ability to choose among a number of alternatives in solving both routine and unusual problems. The Operations Director must be able to effectively handle a variety of tasks and work independently, while also working as part of a team. We are looking for a non-profit management professional with initiative, drive, and a passion for creating and ensuring the efficient operation of our office.

EJCW is a non-profit organization comprised of more than sixty grassroots groups and intermediary organizations formed to advance a progressive, community-driven policy agenda that affirmatively addresses the water-related issues, problems, and visions of low-income communities and people of color in California. EJCW works to educate and build leadership in order for our members to become effective water advocates locally, regionally, and statewide. We seek to support and promote greater advocacy for environmental justice issues in California water policy and to support community participation in water policy forums. We recognize that access to safe and affordable water is a crucial part of achieving economic development, attaining a clean environment, and ensuring public health for low-income communities and communities of color.

EJCW has a unique, internal collective management structure based on a non-hierarchical staff system. In addition to administrative responsibilities the Operations Director is responsible for working with other staff collaboratively to maintain the health of the organization. Each staff member is accountable to their fellow staff members and is responsible for a certain amount of organizational development duties.

Principle responsibilities include:

Accounting and Finance

- Leads the organization in preparing and monitoring annual project, program and organizational budgets. Develops financial recommendations and leads staff in long-term financial planning as needed.
- Oversees all work of the bookkeeper.
- In coordination with the bookkeeper, prepares monthly financial statements for the EJCW Board of Directors and quarterly financial reports for EJCW staff and member organizations. Ensures accuracy and timeliness of such statements.
- Creates and maintains effective internal controls to assure safeguarding of assets and reliability of financial statements. This includes up-to-date operating procedures and best management practices for all accounting and financial controls to ensure strategic use of EJCW resources.
- Assures that all accounts payable and accounts receivable are handled effectively and adhere to best management practices. Reviews all receipts and disbursements.
- Manages grants budgeting and financial reporting.
- Prepares federal and state government required reports.
- Monitors and negotiates all insurance and employee benefit plans.
- Manages the relationship with banks and other financial institutions.

Human Resources (HR)

- Maintains employee policies and procedures and all employee files, and leads new hire orientations.
- Ensures that all activities of the organization are in compliance with internal and external rules, regulations, policies, contracts, and laws.
- Processes payroll for all employees. Tracks vacation and sick time.
- Reviews and updates the Personnel Manual on an annual basis or as needed.
- Administers all employee benefits including medical, dental and vision plans, and commuter checks.
- Completes periodic reviews of all benefit plans.
- Participates in the development and implementation of evaluations and other procedures for collaborative staffing structure.

General Operations

- Supports EJCW Board, Program Advisory Committee and other programs and activities as needed.
- Develops and maintains office systems and infrastructure to ensure the efficient operations of the EJCW office.
- Develops and maintains a Standard Operation Procedures Manual.
- Responsible for all aspects of facilities management, including IT troubleshooting and routine office maintenance.
- Handles all logistics/event planning for Board, staff, and member meetings and workshops, the annual retreat and planning meetings, including travel arrangements, securing venues, ordering food, and preparing materials.
- Supports basic organizational needs, such as the development and implementation of office systems and infrastructure, supporting strategic and financial planning, and working with the Board of Directors.
- Along with other staff members and consultants, develops and implements organizational procedures, practices and policy for staff, Board, Program Advisory Committee, and EJCW member groups.
- Works closely with fellow staff members in a team environment, helping to foster an environment of learning, teamwork, and cooperation throughout the organization.

Qualifications/Skills/Knowledge:

- At least 3 years of proven office administration, financial management or human resources experience (or any combination of the preceding).
- The ability to understand, analyze, and communicate financial data.
- The ability to coordinate and present information in a consistent, organized, and accurate fashion.
- Good understanding of nonprofit accounting principles and practices.
- Excellent organizational skills with strong attention to detail and accuracy.
- Excellent communication skills interfacing with members, staff, and Board; both written and oral.
- Ability to multi-task, prioritize daily activities to meet competing deadlines and to work independently.
- Willingness and flexibility to take on new responsibilities and support duties of fellow staff members.
- The ability to professionally discuss business issues with staff and Board, and offer advice and alternatives.
- Strong leadership and excellent interpersonal skills.
- Self-directed and organized individual.
- Proficient in MS Office, including MS Word and Excel; QuickBooks; FileMaker Pro; internet applications.
- Experience and comfort working with community-based organizations and people of color.
- Ability to prosper in a team environment.
- Spanish speaker a plus

A Note on Collaborative Leadership

The Collaborative leadership model provides many exciting opportunities to engage in the actual nuts and bolts of operating a non-profit organization. The right candidate will bring some experience, or at a minimum, interest in managing non-profits including budgeting, personnel, fundraising, etc.

Salary: \$45,000, plus a highly competitive benefits package, including health, dental and paid sick leave. EJCW also offers 15 days paid vacation and 10 paid holidays.

The EJCW is an Equal Opportunity Employer. All qualified applicants will receive consideration without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation.

Note: Job may be located in either Oakland, CA or Sacramento, CA.

If you are excited about becoming a member our friendly and dynamic team please send cover letter, resume, and 3 professional references to:

**Operations Director Search
The Environmental Justice Coalition for Water
1201 Martin L. King Jr. Way
Oakland, CA 94612**

Or

Fax: 510.444.2502

Or

Email: carolyn@ejcw.org

No phone calls please