



## Operations Manager Job Description

**Location:** Bremerton, WA  
**Salary:** \$56,000 - \$60,000 DOE  
**Benefits:** Health insurance, life insurance, retirement, 15 days/year vacation, 12 days/year personal leave, and 12 holidays/year  
**Job Status:** Full-Time (40 hours/week)  
**Reports To:** Executive Director  
**Closing Date:** Open until filled

### Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is an accredited nonprofit land trust dedicated to acquiring and stewarding ecologically valuable lands in west Puget Sound, Washington. GPC has preserved over 11,800 acres of forests, salmon streams, shorelines, and community greenspaces, helping wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team dedicated to protecting wildlife habitat and connecting people with nature.

### Position Description

Great Peninsula Conservancy (GPC) is seeking an organized, detail-oriented problem-solver to serve as Operations Manager. The Operations Manager is a critical member of GPC's administrative team, along with the Finance Manager and the Executive Director. This multifaceted role ensures the smooth day-to-day functioning of all GPC's administrative operations, human resources functions, and facilities management, and provides critical support to GPC staff, board of directors, and AmeriCorps members. The Operations Manager is an enthusiastic conservationist who inspires people to be part of a community that cares for the land. While a hybrid work model may be considered, the ideal candidate will work in GPC's Bremerton office 3-5 days per week.

### Responsibilities

#### Human Resources (50%)

- Benefits Administration
  - Manage GPC's employer sponsored health and life insurance programs, including annual plan renewal. Serve as primary contact for health and life insurance.
  - Administer GPC's SIMPLE IRA program, including employee enrollment when eligible. Serve as primary contact for SIMPLE IRA.
- AmeriCorps Member Support
  - Purchase & track GPC provided benefits for AmeriCorps members.
- Recruitment & Onboarding
  - Manage all recruitment and hiring logistics for staff and AmeriCorps members.
  - Manage orientation, onboarding, and offboarding for all staff and AmeriCorps members.
- Policy and Compliance
  - File and manage workers comp claims and new employee reporting as required.
  - Stay current on federal and Washington state employment law and mandates from the Washington Employment Security Department and Department of Labor and Industries.
  - Recommend revisions to GPC employment policies and practices as needed to keep GPC in compliance with state and federal employment regulations.

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#### **General Administration and Contracts (30%)**

- Office Management
  - Answer phones and general emails and route to staff as needed.
  - Collect, open, and scan mail, and distribute to relevant staff.
    - Includes the handling of checks and other sensitive financial instruments.
- IT/Office Technology
  - Act as administrator and support for all GPC technology.
  - Purchase and track all GPC tech hardware and software.
- Purchasing
  - Purchase office supplies as needed.
  - Order and maintain inventory of GPC promotional materials.
- Vendors
  - Serve as primary contact for all office-related services and vendors, including:
    - Housekeeping, printers, security and fire systems, and all utilities.
- Procurement
  - Evaluate organizational needs in conjunction with the administrative team.
  - Procure and manage contracts as needed.
- Insurance
  - Evaluate existing general liability, umbrella, and directors' and officers' policies for potential gaps in coverage.
  - Manage annual insurance policy renewals.
  - Request additional insured certificates as needed.
- Professional Associations, Licenses, and Annual Renewals
  - Maintain membership in Land Trust Alliance and Washington Association of Land Trusts (WALT).
  - Ensure annual renewals of all required licenses and annual reports.

#### **Board Engagement and Record Keeping (10%)**

- Board Engagement
  - Attend all board and executive committee meetings, keep minutes, and have minutes signed by the board secretary.
  - In cooperation with the Executive Director, assemble and distribute agendas and meeting packets for board and executive committee meetings.
  - Update committee roster and meeting schedules.
  - Schedule and send calendar invitations for all board and committee meetings.
  - Handle all logistics and assist with planning for annual board retreats and periodic offsite board meetings.
- Record Keeping
  - Track all board resolutions and ensure that minutes, resolutions, and other documents requiring signature are signed and filed in a timely manner.

#### **Facilities Management (5%)**

- GPC Office
  - Schedule or perform all interior and exterior routine maintenance and repairs or improvements as needed.
  - Seek funding for, and project manage, exterior improvements to the GPC office to demonstrate commitment to conservation practices in all aspects of our work (solar array, native plant demonstration garden, exterior mural, etc.).
- Other GPC properties with infrastructure

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- Schedule maintenance and repairs for Stillwaters Tree House, Clear Creek barn, and other properties as needed.
- Fleet Management and Auto Insurance
  - Maintain insurance and registration on GPC fleet vehicles.
  - Add and remove staff and AmeriCorps members from GPC commercial auto policy as needed.

### General Staff Support (5%)

- Attend and assist with GPC events, and provide support to GPC programs as needed, including but not limited to:
  - Land Labs, Conservation Celebration, Conservancy Circle and Legacy Society Luncheon, and Stewardship work parties

### Qualifications

The Operations Manager will have a strong identification with the mission and purpose of Great Peninsula Conservancy. The ideal candidate will be adaptable and work well in a collaborative, fast-paced, dynamic environment, and will bring the following knowledge, experience, skills, and abilities:

- 3+ years of relevant work experience (HR, administrative work, operations, facilities management).
- Bachelor's degree or comparable work experience.
- Experience with human resources roles and responsibilities.
- Ability to communicate clearly, both verbally and in writing.
- Proficiency with a variety of digital tools, especially Microsoft Office Suite including Outlook, and Teams.
- Organized, detailed, and able to prioritize and manage multiple tasks with minimal supervision.
- Ability to cultivate positive relationships and positive team cultures.
- Ability to work independently and as part of a team.
- A passion for conservation and commitment to the mission, values, and goals of Great Peninsula Conservancy.
- Ability to pass a background check.

### Application Deadline

Open until filled. Anticipated start in November 2024.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role, but your experience does not check all the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

### To Apply

Email your resume and cover letter to Operations Manager Michelle Graves at [Michelle@greatpeninsula.org](mailto:Michelle@greatpeninsula.org).