

POSITION ANNOUNCEMENT

Trust for Conservation Innovation – Oakland, CA
Program Operations Manager
Posting Date: 4/10/2017

The Trust for Conservation Innovation accelerates impact for initiatives that conserve and foster a healthy, sustainable, resilient and equitable world (www.t4ci.org). We have experienced incredible growth over the past three years (~\$18M annual revenue with 50-75 team members located remotely in offices throughout the country and internationally). We have also just approved an expanded mission and strategy for our organization that will trigger further growth, and are seeking a Project Operations Manager to join our downtown Oakland-based team. This is a newly created position and we are poised to hire immediately.

Key Responsibilities

Streamlined Operations

Streamline and document key organizational processes, procedures and systems to ensure that we continue to provide world-class service delivery and mission-centered responsiveness to our key internal and external stakeholders.

Database Management

Own the ongoing concurrent systems maintenance and updating of data in several key database systems including our grants database, our human resources database, our timekeeping system, and our expense management system. Provide updating support for our financial system (accounting data entry not required, systems management only). Recommend other technology as needed to efficiently and effectively support our organization and teams on an ongoing basis.

Training and Documentation

Create and leverage multiple training vehicles (FAQs, screen share video calls, user manuals) to ensure that team members can efficiently use and access online systems and processes and can provide data that is accurate, complete, and timely.

Compliance

Serve as a centralized point of contact responsible for calendaring and managing organizational submissions to maintain compliance in multiple areas including state tax and fundraising registrations and renewals, worker's compensation and other business insurance policy updates.

The Ideal Candidate

You are an operations generalist with a history of making organizations hum. You have a geeky and infectious passion for databases, systems, processes and procedures, yet are also at home working directly with team members to empower them, help them become more efficient, and provide them with easy access to the tools that will help them succeed. You like working in a low-drama, mission-focused environment and are looking for an opportunity where you can own and grow the systems and processes we use regularly to support our programs and projects.

You are an excellent communicator with a coaching and mentoring approach and love helping others learn new, more efficient, and more effective ways to work. You are self-aware, curious, a creative problem solver, a collaborative team player, have high emotional intelligence, and have a confident yet non-directive style. You want to work as part of a cohesive and diverse

team of co-workers who care about our planet and its people, and you are seeking a position where you wake up every morning excited to come to work. Passion for our mission and the work of our projects is a must.

Specific Requirements

Desire and ability to use empathy, inquiry, courtesy, and a proactive, outcome-focused approach in everything you do. Coaching and/or change management experience and experience working with a remotely-located workforce is also a plus.

Salary and Benefits

The starting salary range for this Oakland-based full-time position is \$50,000-\$60,000 and is accompanied by a comprehensive benefits package that includes employer-paid health, vision, dental, short- and long-term disability, voluntary life, commuter benefits and employer-matched retirement contributions. Intangible benefits include a supportive and welcoming work environment that includes flexible work hours and work-from-home opportunities.

Applications

Applications will be accepted until position is filled. Please put “**Program Ops Manager**” in the subject line of an email and send us a compelling note telling us why we should hire you, together with your résumé. Describe your interest in this position, your relevant qualifications and experience, and include your availability. Feel free to include other supporting materials as well. Applications can be sent to careers@t4ci.org. We’re a small team and we politely request no follow-up calls or emails.

We value and promote diversity in the workplace and we are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.