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Champlain Area Trails (CATS) is a non-profit, accredited land trust whose mission is to save land, make trails, connect people with nature and promote economic vitality in New York's Champlain Valley.

### **Job Description: Operations Manager**

**Summary of Responsibilities:** The Operations Manager coordinates the smooth and efficient functioning of CATS' daily operations, manages the financial records, handles human resources activities, organizes office technology needs, facilitates volunteer, hiking, and outdoor education programs, and assists with fundraising and grant administration. The Operations Manager is supervised by the Executive Director. This position is for an average of 40 hours per week.

#### **Operations and Finances**

- Oversees financial records, including collaboration with the contracted bookkeeper or using Quickbooks to track income and expenses for nonprofit accounting, makes deposits, pays bills, runs payroll, and serves as liaison with Board Treasurer and CPA.
- Manages and tracks budgets, working with staff to accurately forecast income and expenditures
- Provides clear and concise oral and written financial reports including monthly reconciliation, bi-monthly board reporting, and program and grant reporting
- Provides financial management for CATS grants and contracts, working with staff to track and record expenditures and invoices, fulfill reporting requirements, manage contractor billing and payment, and monitor compliance
- Coordinates submission of IRS-990 form, CHAR registration, annual registrations for soliciting funds in various states, and financial documents to government agencies
- Manages human resources and staff benefits programs
- Oversees office and technological needs
- Handles incoming and outgoing mail
- Coordinates compliance with Land Trust Standards and Practices and coordinates renewal of accreditation with the Land Trust Accreditation Commission

#### **Board of Directors Coordination and Communication**

- Manages recording, distribution, and filing of minutes for board and committee meetings
- Serves as liaison to the Board for meeting schedules, communications, and other logistics
- Oversees and coordinates Board activities and special events in collaboration with Development Director
- Coordinates scheduling and running of all committee meetings as needed

## **Outreach**

- Manages segmented email lists for targeted email communication and/or marketing campaigns.
- Coordinates printing and distribution of CATS Trail Maps
- Assists with event planning of organized hikes, outdoor education programs, hiking challenges, and participation in events such as festivals and farmers markets

## **Fundraising and Grants**

- Assists Development Director with maintenance of CATS donor and prospect database including addresses, phone numbers, email, giving history, and data entry
- Assists Development Director with writing, printing, and mailing fundraising materials
- Assists with event planning and implementation including participant registration
- Tracks deliverable dates and budgets for successful grants
- Updates required NY State Grants Gateway information and SAM registrations yearly

## **Qualifications and Preferences**

- Nonprofit bookkeeping and accounting skills including experience with Quickbooks
- Computer skills including Word, Excel, Adobe, and internet research
- Detail-oriented, multi-tasker
- Written and verbal communication skills
- Experience managing membership, donor, and/or volunteer databases a plus
- Able to work independently
- Has initiative, sense of humor, flexibility, and is open to new ideas
- Experience working with a non-profit organization
- Conservation ethic and strong commitment to the mission of CATS

## **Salary and Benefits**

- Salary range is \$45,000 - \$52,000
- Health insurance and retirement benefits are available for this position
- Vacation and sick days as noted in CATS Personnel Policy

## **Diversity and Inclusions**

Champlain Area Trails is an EA/EO employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee based on race, national origin, gender, marital status, sexual orientation, age, disability, religion or veteran status.

## **How to Apply**

Email cover letter, résumé, and names of three references with contact information and your professional relationship by February 15, 2022 to [info@champlainareatrails.com](mailto:info@champlainareatrails.com) with “Operations Manager” in the subject line.