



## Operations Manager

### Background

Working for Milwaukee Riverkeeper...

At Milwaukee Riverkeeper® we're looking for more than just a person to fill a desk. We're seeking team members that share our passion for healthy rivers and strong communities. If you want to become a part of our team, you will be empowered to work the way you work best. Your voice is important, you'll help shape the role you're in and the future of our organization. From the top down and the bottom up, we're more than just a workplace, we work together, and play to win!

### Position Description

As the Operations Manager you'll assist the Executive Director in coordinating and overseeing day-to-day operations. You're the engine that keeps the organization running smoothly. You should be ready to provide support to team members and manage multiple projects at once. Project types include managing grants, personnel, finances and office operations. Most projects will be administrative in nature with a focus on improvement of processes and best practices.

Your work is an important piece of our organization. You'll help maintain a positive culture that keeps morale and performance high. Ultimately, we'll trust you to help us remain compliant, efficient and productive.

### Responsibilities:

#### Operations

- Provide administrative support to the Executive Director, including among other things, managing day-to-day office operations, organizational calendar, orientation of employees, and benefits for all staff.
- Oversee office management and supplies; liaison to building maintenance staff in building.
- Maintenance of all personnel and administrative systems; ensure operations are carried out in an appropriate and cost-effective way.
- Formulate operational objectives to build efficiencies and improve management systems, including implementation, analysis and creation of new systems.
- As directed, help to implement operational policies and procedures.
- Ensure all legal and regulatory documents are filed and monitor compliance thereof to ensure organization remains legally compliant.
- IT support of computer hardware and software, as well as phone (cell and office).
- Serve as chief database administrator for donor and member information.

### Financial Management

- Administration and general financial oversight and monitoring.
- Oversee accounting: supervise bookkeeper; manage budgets and forecasts; direct proper booking of revenue and expenses.
- Ensure adherence to accounting policies and practices; and coordinate and support preparation of annual audit with accounting firm.
- Supervise preparation of monthly financial reports and create additional financial reports as needed, for grants, projects and Board/committee meetings.
- Support annual budget preparation in coordination with ED, staff and Finance Committee.
- Present all financial data for approval to ED, Treasurer and Board/Finance Committee.
- Gather content for Annual Report and provide to Creative Team.
- Assist with preparing materials for Board Meetings.

### **Fund Development**

- Lead administrative aspects of individual giving, corporate giving and grant management including donor research, data management, donor communications, pre-proposal and grant application development, tracking and reporting.
- Assist with implementation and management of annual fundraising plans.
- Track fundraising efforts and provide reports and analysis.

### **Other**

Milwaukee Riverkeeper employees need to be flexible and may be asked to take on additional duties based on the organization's needs and the staff member's skills and abilities.

### **Qualifications:**

The successful candidate for the position of Operations Manager will have the following qualifications:

- Proven work experience as Operations Manager or similar role and/or degree in Business, Operations Management or related field.
- Knowledge of organizational effectiveness and operations management.
- Experience budgeting and forecasting and familiarity with business and financial principles.
- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration.
- Proficiency in Microsoft Office Suite; Quickbooks; data analysis and IT management, a plus.
- Highly organized with attention to detail; patience; professionalism; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Strong interpersonal and active listening skills.
- Excellent written and verbal skills.
- Prioritization skills and ability to work according to the organization's needs.
- Willingness to learn and grow with the organization.
- Strong commitment to the environment and community.

### **Additional Information:**

Benefits include an attractive compensation package, including a base salary commensurate with experience, as well as dental, vision, health benefits, employer-match retirement and vacation benefits; generous comp-time policy; "Ecobucks" reimbursement; relaxed dress code; a fun,

friendly office atmosphere; professional development and leadership opportunities; and an outstanding opportunity for a highly motivated professional to assume a pivotal role in the growth and evolution of Milwaukee Riverkeeper.

Milwaukee Riverkeeper is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation in accordance with state and federal law.

**To Apply:**

Submit resume, (3) professional references, a short writing sample and a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit for Milwaukee Riverkeeper to [jobs@milwaukeekeeper.org](mailto:jobs@milwaukeekeeper.org) Attention: Hiring Committee.