



TITLE: DIRECTOR OF OPERATIONS

DEPARTMENT: ADMINISTRATIVE

CLASSIFICATION: FULL-TIME, EXEMPT

REPORTS TO: CEO + HEAD GROWER

POSITION OVERVIEW & KEY ATTRIBUTES FOR SUCCESS

The successful Gardeneers Director of Operations is an agile, self-motivated leader with an innate capacity and proven track record in executive leadership, management, operations, fundraising, budgeting, financial administration, and relevant technology.

Reporting to, and working closely with, the Chief Executive Officer (CEO) and serving as an integral member of the leadership team, the Director of Operations will be responsible for developing Gardeneers' financial management strategy and contributing to developing the organization's strategic goals. In addition to these strategic components, the Director of Operations will be charged with developing and implementing elevated policies and procedures both in finance and general operational realms. The ideal Director of Operations will have an abundance mindset, who dedicates their time to helping others at Gardeneers deliver measurable, cost-effective, results that move Gardeneers forward. While it is critical that the Director of Operations bring efficient and effective systems to increase the productivity and output of the organization, it is also vital that the team retain the creative spark and imagination that drives Gardeneers.

This team-focused, entrepreneurial leader is curious and innovative and demonstrates and leads with emotional flexibility and adaptability in the following key areas:

- Self-reflection, resilience, and fortitude when facing challenges and conflicts
- Ease in and comfort with:
 - Ambiguity and handling unexpected demands
 - Adapting or changing strategy
 - Asking for assistance and leaning into areas of growth
- Personal and professional growth through critical feedback
- Personal accountability
- Possesses a continuous improvement mindset and proactively looks for opportunities to increase efficiencies, refine processes and streamline costs and efforts throughout the business
- Understand cultural norms, traditions, and working with diverse teams.

ESSENTIAL DUTIES

OPERATIONS & FINANCE

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.

- Provide analytical support to Gardeneers' internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as grant payment processing, payroll, accounts payable, and purchasing.
- Collaborates with the CEO to create and implement annual budget and planning, financial strategy, and identification of Gardeneers' budgetary needs and the implementation of a strategy to meet those needs.
- Oversees the Financial Consultant on all accounting functions including but not limited to AP / AR, bank reconciliations, month-end closing, and account reconciliations.
- Responsible for coordinating audit activities and managing relations with various brokers, vendors, and insurers.
- Ensures compliance with Americorps and After School Matters' reporting and insurance requirements
- Manage contract renewals and billing submissions, ensuring timely and accurate processing in compliance with contract terms.
- Oversee appropriate staff and ensure accurate and up-to-date digital and physical personnel files.
- Advise key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Contribute to developing Gardeneers' strategic goals and objectives as well as the organization's overall management.

OPERATIONS

- Maintain accurate records on each assigned school including, but not limited to: surveys, school and volunteer contact info, pictures of students and gardens, harvest, and program logs.
- Build relationships and maintain ongoing communication via email, phone, and in-person meetings with teachers, principals, administrators, other school staff, volunteers, community members, and parents.
- Identifies requirements for an annual maintenance budget, prepares recommendations for capital and renovation expenditures, schedules expenditures, coordinates projects with the purchasing office, analyzes variance, initiates corrective action, and anticipates long-term issues.
- Ensures proper environment and continuous improvement for the educational process by determining work priorities, by scheduling repairs, maintenance, and installation of machines, tools, equipment, and systems. Priority of work is based on facility need, the age of facilities and components, and the order in which work requests are received.
- Coach and mentor staff members. Support employee development and enhance job satisfaction.
- Partner with our benefits consultant on an annual benefits analysis, review benefit plans to ensure compliance and equity, and lead the benefits open enrollment process each year.



EXTERNAL AFFAIRS

- Manage and ensure the accuracy of fundraising systems, and reporting. This includes writing department reports for all board meetings, generating financial queries and reports to analyze fundraising strategies, and ensuring accurate accounting
- Monitor and report regularly on the progress of financials, ensuring transparency and accuracy in financial reporting.
- Oversee the use of appropriate tools and strategies to maintain historical information, such as giving history, streams of funding, and programming goals to ensure success.
- Work with staff leadership and external affairs consultants to plan fundraising initiatives focusing on increased giving from individuals and corporations, through events, and individual donor solicitations, as well as planned gifts.
- Oversee appropriate staff to manage database and data entry relative to donor information and gift processing; provide and present statistical analysis to the CEO.
- Oversee appropriate staff to manage accurate records in the database of donor history and cultivation efforts.
- Effectively communicate and present critical financial matters at board of directors and committee meetings.
- Monitor philanthropic trends as they relate to Gardeneers' work and analyze the impact to suggest programmatic and fundraising modifications as appropriate.

QUALIFICATIONS

- Bachelor's degree in a relevant field preferred; Master's degree highly desirable.
- Minimum of 8 years of experience in agricultural operations and nonprofit management.
- Proficient in the use of personal computers, office productivity software, and common business computer technologies (e.g., Windows, Word, Excel, printers, copiers, and scanners).
- Proven track record in financial management, including budgeting, forecasting, and financial analysis.
- Strong understanding of fundraising principles and practices, with an emphasis on accuracy and compliance.
- Familiarity with local and federal governmental reporting procedures for nonprofit organizations.
- - Excellent leadership and interpersonal skills, with the ability to effectively supervise and motivate a diverse team.
- Strategic thinker with the ability to translate vision into actionable plans and initiatives.
- Commitment to Gardeneers' mission and values, with a passion for sustainable practices and community engagement.

To apply, please submit your resume, a cover letter, and three professional references to careers@gardeneers.org



Compensation: \$68,000-\$75,000 annual salary based on experience, references and credentials.

Gardeneers offers a competitive salary commensurate with experience, along with a comprehensive benefits package (health care, vision, dental, 401k, paid time off).

Note: This job description is intended to convey the essential functions and requirements of the position and is subject to change at the discretion of Gardeneers.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, gender, age, national origin, or disability.