Position title: Director of Operations  
Position type: 1.0 FTE  
Location: Bozeman, MT  
Preferred start date: July 1st, 2018  
Salary: Competitive pay and benefits commensurate with experience  
Closing date: June 1st, 2018 or until filled

The Center for Large Landscape Conservation (CLLC)

CLLC is dedicated to conserving nature’s critical ecological processes through collaborative efforts that integrate the values of people who depend on healthy ecosystems. We are seeking a Director of Operations to help manage and coordinate the work of our creative and innovative staff implementing science driven regional, national and international conservation projects. CLLC (largelandscapes.org) is a connector organization that has built strong working relationships with state and federal agencies, IUCN, tribes, land trusts, and other conservation NGOs. We uphold the importance of large, intact, and connected landscapes by supporting biodiversity, human well-being, and climate change resiliency. Our work includes ecological connectivity, road ecology, watershed health, and climate adaptation planning and implementation with tribes. CLLC is located in Bozeman, MT, a world-class mountain city that hosts a variety of conservation NGOs, state and federal agencies, and a major university.

Position Overview

CLLC is seeking an energetic and entrepreneurial individual to be in charge of operations including finance and administrative responsibilities. The Director of Operations works in a vibrant and busy office handling a wide-range of administrative, bookkeeping, finance, and human resources. The position will support the Senior Leadership Team, including some development support and executive assistance tasks to ensure smooth day-to-day operations. This position requires a self-directed individual with excellent organization and communication skills, the ability to multi-task, and an ability to jump in to help all staff where needed.

The Director of Operations must be professional, passionate about conservation and must develop the ability to talk intelligently about our work. This person must also have sound judgement, be discreet and assist the leadership team with confidential information. Good time management skills are important in a fast-paced, multi-tasking environment. The person must have a positive attitude, and be comfortable filling a key role in the organization.
The position is based in Bozeman and will require occasional travel to meetings and conferences as needed (sometimes requiring evening/weekend travel). This position is full-time and exempt.

**Core Responsibilities**

- Day-to-day development and management of workflows, complex budgets, grants management, and timelines — in collaboration with project leaders and administrative staff — to ensure sustained, timely, and measurable outcomes for all projects underway simultaneously
- Oversight and refinement of CLLC’s best practices, including documentation and processes for financial systems and reporting, data management policies, research, and related matters
- Oversight and refinement of employee handbook and corporate guidelines, employee benefits program, annual reports, and other policy and procedural documents
- Promotion of a culture of diversity, creativity, innovation, and experimentation in CLLC.

**Scope of Responsibilities**

**Fiscal and Business Management (60%)**

- Perform cash and fiscal management tasks as outlined in Fiscal Policies and Procedures Manual
- Maintain accounts on Quickbooks, including fund accounting and tracking project accounts
- Act as primary administrative liaison with fiscal sponsor organizations- review budgets, handle accounts payable and receivable. Provide reports and support as needed to ensure a positive relationship between fiscal sponsor and agent, and track contracts
- Ensure an audit is carried out each year by working with auditor, ED, board and accountant
- Work with program managers and Associate Director to support fundraising efforts
- Provide comprehensive administrative support for the CLLC Board of Directors
- Provide as needed support to Executive Director

**General Administration (20%)**

- Assure that office has the necessary supplies and equipment to ensure a smooth-running office
- Keep professional memberships up to date, including Secretary of State Annual Report, SAM, Montana Nonprofit Association
- Ensure Articles of Incorporation and Bylaws are up to date and adhered to
- Maintain office lease, oversee cleaning and maintenance
- Ensure equipment and technology systems are in working order, arrange for repair or tech support where necessary, including software and hardware installation and troubleshooting
- Ensure systems and securities are working properly.

**Human Resources and Staff Communication (20%)**

- Work with Leadership Team to call staff meetings and develop agenda with staff input
- Ensure that staff are putting events and travel on the office calendar
- Help organize catering, meetings and retreats where necessary.
- Develop and maintain appropriate personnel procedures, including contracts, scheduling performance reviews, assistance with recruiting and hiring procedures, orientation, and record keeping
- Ensure staff benefits are functioning (insurance, 401K, etc.)
Qualifications
• Minimum of 3 years of experience with operations, budgeting, program management and team leadership in one or more contexts - non-profit, academic, government, tribal or private sectors
• Prefer graduate degree in business of non-profit management or equivalent experience in administration or business. Candidates with a bachelor’s degree plus experience substantially exceeding the minimum may be considered.
• Proficiency with QuickBooks, and strong financial systems expertise, including both general ledger and budgeting systems.
• Demonstrate excellent written and verbal communication
• Be extremely well organized with excellent time management skills
• Be reliable, conscientious, and detail-oriented
• Positive attitude with strong interpersonal skills to build and maintain positive working relationships in the office and with board members
• A self-starter who has leadership and the ability to work independently as well as work with a team
• Ability to track projects and deadlines and work under pressure
• Represent him/herself and CLLC in a professional and collegial manner
• Be culturally sensitive to race, religion, nationality, gender and sexual orientation
• Thrive under repetition and possible unexpected chaos
• Demonstrate plenty of humor and patience

Terms and Compensation
This is a full-time salaried, exempt position. CLLC employment policy includes a probationary period of 3 months. Compensation and benefits: DOE. We offer a comprehensive group medical package, as well as retirement benefits, and paid sick and vacation leave.

How to apply:
Please send the following materials as a single PDF to info@largelandscapes.org and reference ‘Director of Operations’ in the subject line:

• Cover letter explaining how your goals, skills and background fit the responsibilities of the role.
• Resume
• Contact information for three relevant professional references

For full consideration, please submit application materials by June 1st, 2018

The Center for Large Landscape Conservation is an equal opportunity employer. Employment decisions are made without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.