



Job Description

Title: Operations Manager

Organization: Community Water Center

Location: Visalia, CA

At the Community Water Center, we believe that clean water is a human right, not a privilege. Our organizing and advocacy work, community collaborations and organizational culture all reflect a concern for equality, mutual respect, appreciation for diversity and environmental and social justice. We are looking for candidates who share our values, who bring a willingness to contribute to our mission and to the growth of our organization, and who are open to developing their skills.

About the Community Water Center:

The mission of the Community Water Center (CWC) is to act as a catalyst for community-driven water solutions through organizing, education and advocacy in California's southern San Joaquin Valley. We seek to build and cultivate leadership capacity and local community power around water issues, build a regional movement for water justice in the Valley, and enable every community to have access to safe, clean and affordable drinking water. Our dedicated staff works in an energetic collaborative environment to bring about positive change for disadvantaged communities in the Valley. Our headquarters is in Visalia, and we have a second office in Sacramento.

Position Description:

The Operations Manager will be a key managerial member of the Community Water Center, principally responsible for ensuring operational excellence-- specifically managing and implementing internal operational systems, processes and policies in support of the organizations mission. This position reports directly to the Co-Executive Directors and will directly supervise operations personnel, independent contractors and vendors as appropriate. This is an exempt full-time position with a competitive salary, depending on experience.

Major Responsibilities:

Financial Systems

- Oversee management of organizational financial systems, including overseeing bookkeeper activities, accounting, billing, contracting and managing vendors (e.g., submittal of timesheets, expense reports, payroll, invoicing, and development of regular financial reports).

- Work with Co-Executive Directors and accountant to ensure annual audit and taxes are prepared.
- Manage banking and credit card accounts, including deposits and account transfers.
- Manage year end funding of the Supplemental Employee Pension (SEP) program.
- Manage project invoicing and monitoring budgets for billable projects on a monthly basis.
- Develop regular financial reports for staff, the Co-Executive Directors, the Board, Funders, and Contractors.
- Develop monthly lobbying financial reports and submit required documentation to the State on a quarterly basis. Oversee development of billing systems for new grants and create related time tracking and reporting systems.
- Generate monthly reports on billable projects and provide time tracking feedback to staff.

Human Resources

- Oversee implementation of policies and procedures related to benefits, employee handbook, and other legal reporting and posting compliance. Including adding or removing staff as necessary from policies.
- Work with brokers to maintain employee benefits and organizational insurances, including monitoring premium payments.
- Manage recruiting and hiring process, employee files, and updates to employee handbook
- Update and maintain administrative forms for staff.
- Organize annual staff briefings on benefits and policies.

Facilities Maintenance & Office Equipment:

- Oversee procurement of equipment, software, etc. for multiple offices.
- Manage vendors and building facilities for multiple offices, including cleaning services, security & interface with landlords repairs etc.
- Maintain functioning equipment, including phones, internet, video conferencing, & printer.
- Monitor computer back-up systems.
- Receive and open mail.

Internal Information Systems

- Organize and maintain internal file sharing and information sharing systems.
- Manage CWC's database systems:
 - Manage tracking database for program evaluation
 - Manage contacts database, including media, supporters, etc.
 - Manage donor and fund development tracking systems
- Maintain and continue to develop internal organizational operations policies and procedures.

Organizational Culture, Leadership, and Staff Development

- Work with Co-Executive Directors to develop and implement systems to build sense of team collaboration, and staff growth, satisfaction, and effectiveness, including staff and Board teambuilding activities, retreats and celebrations.
- Develop and implement employee rewards, recognition and celebratory events.

General Agency Duties

- Support CWC core values and practices to foster an environment that promotes trust and cooperation amongst staff, management, community members and affiliate organizations.
- Attend staff, management and program meetings and staff retreats.
- Actively participate in CWC activities such as donor drives, fundraising events.
- Other duties as assigned by the Co-Executive Directors.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Qualifications:

- Commitment to social justice and the mission
- At least 2 years' experience in Financial Management and/or Bookkeeping
- Excellent interpersonal skills and collaborative work style
- Outstanding organizational skills
- Knowledge of tax and other compliance implications of non-profit status
- Knowledge and or experience in organizational effectiveness and operations management implementation of best practices
- Knowledge and or experience in Human Resources
- Excels at operating in a fast pace, community environment
- Strong software skills in Excel, Quickbooks, and MS Office and ability to learn new software/ technology applications quickly
- Ability to work effectively with diverse organizations, groups and individuals serving CWC communities

Additional Preferred Qualifications:

- Strong writing and editing skills
- Knowledge and or experience in nonprofit data management, including data management software.
- Bilingual (Spanish – English)

Required Skills:

- Ability to be detail oriented and think analytically, creatively and critically
- Ability to sit and work in front of a computer for an extended period of time
- Familiarity with and ability to use the Internet, computers, photocopiers, fax machines, telephones and calculators

Application:

To apply, email resume and cover letter to: susana.deanda@communitywatercenter.org

Benefits:

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance; generous vacation, family and sick leave and holiday policies; flexible work schedule; professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at
www.communitywatercenter.org