



## **POSITION DESCRIPTION OPERATIONS DIRECTOR**

The independent nonprofit Tejon Ranch Conservancy was created by the Tejon Ranch Conservation and Land Use Agreement, signed on June 17, 2008, by the Tejon Ranch Company and Audubon California, the Endangered Habitats League, Natural Resources Defense Council, Planning and Conservation League, and Sierra Club. Its mission is to protect, enhance and restore the native biodiversity and ecosystem values of Tejon Ranch and the Tehachapi Range for the benefit of future generations. Under the Tejon Agreement, 240,000 of the 270,000 acres of Tejon Ranch are set aside permanently for protection through conservation easements to be held and monitored by the Conservancy. The Conservancy is charged with protection of the conserved lands (and the diverse range of species found there) through easement monitoring and stewardship activities, oversight of science on and around the Ranch, and management of public access to the conserved lands.

The Conservancy is now hiring for the position of Operations Director. This is a full-time salaried position and includes benefits. The preferred applicant should have ties to the local community and either live locally or be willing to commute daily to the Conservancy's offices in Frazier Park. The position's responsibilities are as follows:

### **ESSENTIAL FUNCTIONS:**

Provides overall management and direction for all activities related to finance, administration, personnel, facilities, information systems, office management and/or safety for the Tejon Ranch Conservancy. This includes central administrative processes (facility management, telecommunications, general maintenance/repairs, central services, mailroom operations, central filing, telephone/public reception and/or printing), maintaining office supplies, general purchasing requests, expense receipting and general office duties. S/he may be responsible for developing operational guidelines to ensure efficient management of the program and compliance with nonprofit administration regulations. S/he will arrange and coordinate preparation of materials for all meetings and prepare minutes and/or meeting notes, as appropriate. S/he provides assistance to the Board of Directors and staff on program administration. Duties will require comprehensive knowledge of Tejon Ranch Conservancy policies.

### **BASIC QUALIFICATIONS AND DUTIES:**

- Bachelor's degree with a minimum of 4 - 6 years related experience (or equivalent combination).
- Experience overseeing administrative processes, such as budgeting, human resources, facility management, telecommunications, general maintenance, mailroom operations, central filing, telephone/public reception, maintaining office supplies and/or general purchasing requests, or equivalent.
- Demonstrated experience in MS Office, including Word and Excel; Constant Contact; and Hootsuite. May require database management skills. Ability to use advanced computer software and functions.
- Liaise with and report to the Board of Directors. Recommend to and assist the Board in developing overall objectives, strategies, and programs to achieve the organizational goals of the Conservancy, and oversee the implementation of all adopted policies, programs, plans, and procedures.
- Ensure the preparation each year of an annual plan and budget for review and adoption by the Board of Directors and oversee staff to ensure that the approved work program is carried out pursuant to the adopted budget.
- Ensure that the books, records, and files of the Conservancy are maintained in good order and that financial records are maintained in compliance with nonprofit reporting and other legal requirements.
- Working with legal counsel, oversee real estate and land acquisition transactions in compliance with land trust best practices.
- Communicate with Conservancy members and donors, process donations, and manage a donor and membership database.

**KNOWLEDGE/SKILLS:**

- Successful experience in developing and managing projects and implementing program goals.
- Courteous, personable, tactful, and service-oriented in personal interactions, including with Board of Directors, staff, donors, members and the general public.
- Proven organizational skills and attention to detail.
- Demonstrated ability to work independently.
- Ability to organize time, manage diverse activities, and meet deadlines.
- Demonstrated flexibility in dynamic situations, including amending priorities.

**COMPLEXITY/PROBLEM SOLVING:**

- Design, implement and direct multiple projects, setting and meeting deadlines, and ensuring program accountability.
- Work independently to resolve complex issues within program area.
- Apply strong analytical, strategic, and tactical abilities.

**DISCRETION/LATITUDE/DECISION-MAKING:**

- With guidance from the Board, make strategic decisions based on analysis, experience, and judgment.
- Coordinate closely with program staff on implementation of strategic goals.
- Act independently within broad program goals.
- Demonstrate sensitivity in handling confidential information.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:**

- Manage the program activities with clear directions and objectives.
- Implement and support mission-oriented programs in coordination with Board, staff and Tejon Ranch Company staff.
- Provide direct support in implementing land acquisition goals.
- Ensure program compliance with policies and procedures, and external (donor/legal) requirements.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Possess strong communication skills, with proven ability to write and speak persuasively.
- Manage and direct communications enterprises including newsletter, social media, broadcast email, and website.
- Work and communicate effectively with Board members, staff, the public, vendors, etc., to develop, negotiate and/or implement programs.
- Exercise discretion and professional and positive attitude/demeanor.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

- Occasional long days and strenuous work conditions.
- Ability to work in a fast-paced environment and manage deadlines.
- May require limited travel, flexible hours, and occasional weekend work (e.g., managing public access).

**Tejon Ranch Conservancy is an Equal Opportunity Employer.**

**To Apply: Send cover letter, resume, and references to [tbulone@tejonconservancy.org](mailto:tbulone@tejonconservancy.org)**