



Job Announcement: Operations Manager

Position: Part-Time Operations Manager

Employer: Hudson River Watershed Alliance

Location: Hybrid, including time in office (36 St. James St., Kingston, NY)

Salary: \$25-\$28 per hour, commensurate with experience, at approximately 20 hours per week

Position Overview:

The Hudson River Watershed Alliance seeks a part-time Operations Manager. This person is primarily responsible for supporting day-to-day operations across the organization, including administration, fundraising, communications, and programs. This is a part-time, hybrid position that includes in-person time at our new Kingston, NY office and at Alliance core programs, and may also include remote work. More details on responsibilities, hours, and schedule are below. The position reports to the Executive Director.

A dynamic regional nonprofit, the Hudson River Watershed Alliance unites and empowers communities to protect our shared waters. The Alliance works across the Hudson River watershed to support watershed groups, help communities work together on water issues, and communicate as a collective voice. The Hudson River Watershed Alliance is a small organization on a growth trajectory. Current staff includes one full-time Executive Director. For more information about the Hudson River Watershed Alliance, see our [website](#), [2023 Annual Report](#), and [Strategic Plan](#).

Responsibilities:

Administration:

- Manage and improve internal processes and operations systems.
- Maintain organizational records and files in Google Workspace.
- Grant administration, including reviewing funding opportunities, assisting with proposals, supporting regular reporting, managing subcontracts, etc.
- Fundraising administration, including managing donor databases, donor acknowledgements, etc.
- Financial administration, including documenting files and recording transactions in Google Drive for the organization's external bookkeeper.
- Communications administration, including email newsletter and website updates.
- Manage insurance coverages.
- Support general office organization and procurement.

Events and Programs:

- Manage logistics and administration for the Annual Watershed Conference in October and WaveMaker Awards Benefit in June, including planning, event registration, sponsors, being on-site for day-of logistics, program follow up, etc.

- Support logistics and administration for additional Hudson River Watershed Alliance meetings, trainings, and webinars/virtual programs.
- As time/funding allows, provide support for community-based watershed groups related to operations and building organizational capacity.

Other duties as assigned.

Desired Qualifications:

- Experience in prioritizing and executing multiple tasks, with excellent attention to detail.
- Project management experience and strong time management skills.
- Ability to identify opportunities and make recommendations for improving internal processes.
- Previous experience with non-profit administration, financial management, and/or governance is a plus.
- Proficiency with data entry and record-keeping.
- Experience working with CRM and databases is a plus (such as Little Green Light).
- Computer skills. Specific experience with Microsoft Office Suite, Google Workspace, WordPress websites, and/or Constant Contact is a plus.
- A valid driver's license, for travel to work-related events and programs.

Recommended Personal Characteristics:

- Excellent organizational skills, consistency, and attention to detail.
- Ability to think creatively, problem-solve, and develop efficient working systems.
- Discretion and ability to foster trust.
- Accept responsibility and accountability for results.
- Inclusive and interested in helping others.
- People skills and professionalism. While this position will be working on internal operations, the role also includes external-facing work with outside partners, vendors, sponsors, etc.

We encourage anyone with an interest in the position to apply, even if they do not meet 100% of the desired qualifications. While past work experience with nonprofit operations is helpful, a motivated candidate with the right personal characteristics and other relevant experience will be able to learn on the job.

Hours and Schedule:

- This is a part-time, hourly employee position at approximately 20 hours per week.
- We'll work with you on a weekly schedule that best meets our needs. At the start of hire, this will include at least two partial or full days per week in our Kingston office at 36 Saint James St., Kingston, NY, with a hybrid work option.
- This position will include occasional regional travel and occasional evening or weekend work, especially to provide support for the Alliance's events and programs.

Compensation and Benefits:

- \$25-\$28 an hour, commensurate with experience.
- Paid vacation, sick, and holiday time off, prorated based on hours worked and weekly schedule.
- Professional development is encouraged.

How to Apply/Process:

- Applicants should submit a resume and cover letter to Emily Vail at emily@hudsonwatershed.org.
- Applications will be reviewed until the position is filled, with a priority application deadline of July 19, 2024. We are targeting a start date in August 2024.
- We will ask for contact information for three references after the first round of interviews.

A successful candidate should understand and operate in line with the Hudson River Watershed Alliance's values:

- *Healthy Watersheds:* We value a sustainable and holistic approach to healthy watersheds that support public health and the natural environment.
- *Equity and Inclusion:* We respect and strive to amplify the voices of those who have traditionally been excluded from water conservation and environmental decision-making.
- *Interdependence:* We recognize that past, present, and future people depend on and are integrated with the Hudson River watershed for its many values.
- *Collaboration:* We believe the Hudson River watershed and our communities will have a better future if we focus on our similarities and acknowledge our differences while we work together to address watershed-based problems.
- *Integrity:* We are guided by honesty and ethical principles, and we strive to be a trusted resource and partner for watershed groups, government agencies, and peer organizations.
- *Growth through Knowledge:* We value and trust different forms of knowledge and science to guide our work, and we recognize opportunity for growth in both success and failure of our undertakings.

The Hudson River Watershed Alliance embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants and employees. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status.