



WILDERNESS
TRUST

Position: Operations Manager

Reports to: Finance Director

Position Type: Full-time salaried

Location: Montpelier, VT – an office/work-from-home hybrid system

Starting Salary: \$55,000 - \$60,000 D.O.E

Northeast Wilderness Trust's (NEWT) mission is to conserve forever-wild landscapes for nature and people. We safeguard over 82,000 wild acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. Northeast Wilderness Trust is the only regional land trust focused exclusively on rewilding through forever-wild conservation. We believe in the immense value of wilderness, both for its intrinsic value and for its unique role to reverse the biodiversity crisis, mitigate climate change, and provide solace to the human spirit.

The ideal candidate is someone who has strong attention to detail, an ability to perform a diverse range of duties, excellent communication skills, and who enjoys working cooperatively in a dynamic and growing team with ambitious goals.

Duties of the Operations Manager

The Operations Manager is an integral member of the team who will support and build upon the operational infrastructure of a growing and evolving organization. Including administration, finance, HR, and IT activities, this role will coordinate the day-to-day office operations to ensure efficiency and productivity.

What You Will Do:

Operations and Administration

- Design, maintain, and manage efficient office systems for local and remote employees;
- Create, update, implement, and document policies and procedures;
- Manage office space, equipment, and supplies;
- Provide scheduling and other tactical assistance to the leadership team and Board of Directors in scheduling, preparing for, and executing board and committee meetings and retreats;
- Evaluate and administer organization insurance policies (general liability insurance, etc.);

- Maintain organizational records, state filings, compliance needs, and public profiles (ex. Guidestar);
- Provide support to the finance department with data entry, accounts payable, and other administrative tasks;
- Oversee the maintenance needs of company vehicle.

Human Resources

- Support the full hiring process from coordinating recruitment efforts through onboarding;
- Maintain accurate and confidential employee records;
- Manage payroll and employee benefits administration;
- Oversee the time tracking system for accurate record-keeping;
- Collaborate with leadership to maintain and update the employee handbook and other guidance documents;
- Coordinate annual performance review process, as needed, with the Leadership Team.

Information Technology

- Oversee use, maintenance, tracking and procurement of office equipment including; computers, printers, phones, and other hardware and software to ensure seamless hybrid communication;
- Troubleshoot basic IT issues and serve as the point person for external IT support;
- Coordinate with contracted IT service to manage server and related systems;
- Manage office systems like internet, phones, back-ups, login information, document and file retention.

What You Will Bring:

- At least three years of proven experience in administrative and benefits support, office management, or similar capacity;
- Exceptional organizational and time management skills to meet deadlines and be self-starting;
- Proficiency in Microsoft Office programs, plus experience or aptitude for databases and efficiency tools;
- A commitment to candid and transparent communications;
- Ability to thrive in a fast-paced and team-oriented work environment;
- Adaptability and openness to evolving job description as the organization evolves and grows;
- Willingness to work outside of position's prime focus and collaborate with staff on other organizational priorities;
- An understanding of and passion for wild Nature;
- A familiarity with QuickBooks is a plus, not a requirement.

Benefits:

Northeast Wilderness Trust offers competitive and progressive benefits including:

Comprehensive Health Coverage:

- 100% health insurance coverage to employees plus 80% of two-person/75% of family coverage
- Shared cost dental and vision insurance

Generous Vacation Time:

- 31 days of combined time off, plus sick leave
- 1-week annual holiday closure between Christmas and New Year's

Other Benefits:

- 35-hour Work Week
- Flexible and Hybrid Work Schedule
- 401k retirement plan with 4% employer match
- Employer-paid Life Insurance of \$50,000
- Parental Leave - 12 weeks paid; option for additional 8 weeks part-time work; all with full benefits
- Sabbatical leave - Every seven years of employment, earn up to a two-month paid sabbatical with opportunity to extend to three months.
- Moving stipend to relocate to Montpelier, Vermont.

How to Apply:

Interested candidates should submit a cover letter and resume with three professional references as a single combined PDF to jobs@newildernesstrust.org with the subject "Operations Manager." Application deadline is April 19, 2024 with review and interviews happening on a rolling basis.

Northeast Wilderness Trust is an Equal Opportunity Employer and is committed to a just and equitable world and workplace. We recognize that diverse teams make the strongest teams and we encourage people from all backgrounds to apply.