

Title: Director of Operations
Classification: Exempt, Full-time (40 hours/week)
Rate: Salary range \$87,000-\$90,000
Department: Administration
Reports to: Executive Director

Position Summary:

Under the direction of the Executive Director, the Director of Operations has primary responsibility for day-to-day administration of the office and business aspects of the organization. This individual oversees accounting and finance, human resources, security, information technology systems, and assists with general facilities operation and maintenance. They play an important role in a broad range of activities related to institutional planning and resource management. As thought leader about organizational matters, they oversee and direct policies and procedures related to museum operations, and lead efforts to improve processes and enhance performance throughout the organization. As with all Museum personnel, the Director of Operations is expected to represent the Museum in a professional, positive manner to all stakeholders.

Specific Responsibilities:

Finance

- Conduct fiscal management of the Museum, including accounting, purchasing, salary and fringe benefits, insurance, and contracts
- Manage the day-to-day financial operations of the Museum, keeps up-to-date files on paid receipts, and issues checks on a timely basis
- Maintain appropriate records (e.g. financial, payroll, insurance, tax, personnel) in accordance with relevant document retention policies
- Work with the Executive Director and Board Finance Committee to develop and maintain sound financial and administrative practices, including preparation and monitoring of the Museum's annual budget
- Monitor budget and prepare monthly financial reports for the Executive Director and Board Finance Committee
- Prepare financial reports to assist with the management of endowments, fundraising and grants
- Ensure delivery of all required information to tax accountant in a timely manner and supervise the preparation of the 990 tax return.
- Monitor the ordering and inventory needs for Museum retail stores

Human Resources

- Oversee personnel-related functions, including hiring, training and development, benefits planning and administration, compliance, and termination actions, reviews, employment contracts, employee counseling, administration of personnel files, compliance with Federal law and the California Labor Code.
- Ensure safe and productive work environment for staff by monitoring, recommending, and implementing solutions (as able) for IT and workplace needs
- Track compensation trends in the field and advise adjustments to remain competitive
- Maintain personnel records in compliance with EEO laws and regulations
- Monitor CA DOJ reports and serve as the Custodian of Records
- Process workers compensation claims and resolve safety issues
- Assist with other Museum needs and duties, as assigned by the Executive Director.

Facilities/IT

- Perform due diligence, make recommendations, and coordinate implementation of upgrades and/or repairs of the Museum IT infrastructure and telecommunications
- Offer vision and leadership for the museum's technology initiatives
- Supervise contracted janitorial services

Essential Requirements:

- Minimum 5 years nonprofit financial and accounting experience
- Experience in office management, financial systems and organizational efficiency
- Experience with nonprofit administration and working with an Executive Director and Board of Directors
- Strong organization and institutional management skills, including the ability to prioritize workload and handle multiple tasks simultaneously and respond to staff requests
- Knowledge of computer software and systems, including Microsoft Office, QuickBooks, and Customer relationship management databases (ideally, Blackbaud's Altru)
- Excellent communication skills, both oral and written
- Problem solving and delegation skills
- Proven track record as an effective team member and comfortable working with a wide range of people
- Commitment to furthering the Museum's mission
- Self-motivated, creative, resourceful, and outgoing

Work Environment

- General office environment with work throughout the Museum's facilities and outdoors
- Significant computer and telephone work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending, and climbing stairs with occasional lifting (50 lbs)

The incumbent must be able to perform each requirement of the position as outlined in the job description.

Essential Requirements are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

To Apply: Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Director of Operations**.

Please direct questions relating to this position to Felicia Van Stolk at employment@santacruzmuseum.org.