

**Title:** Director of Operations  
**Classification:** Exempt, Full-time (40 hours/week)  
**Rate:** Salary range \$75,000-\$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, and information technology systems. They play an important role in a range of activities related to resource management. 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. Qualified candidates may have the support of an assistant, or duties may be reassigned depending on the candidate's skillset.

**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 payments on a timely basis
- Maintain appropriate records (e.g., financial, payroll, insurance, tax, personnel) in accordance with relevant document retention policies
- 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.

**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.
- Process workers compensation claims and resolve safety issues
- 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
- 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

### **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 Google Workspace, 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.

**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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

---

**To Apply:** Interested candidates can apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto: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](mailto:employment@santacruzmuseum.org).