

Position Opening: Operations Manager / Director

ABOUT COMMUNITY BUILDERS

Based in Glenwood Springs, Colorado, [Community Builders](#) (CB) is a nonprofit organization that brings communities together to create healthy, equitable and prosperous places in the American West. By empowering local leaders, inspiring community action, and enabling on the ground progress, we work to improve people's lives today while ensuring a more sustainable tomorrow.

THE OPPORTUNITY

Community Builders seeks a motivated and collaborative individual to provide operational management and leadership to our growing organization. The Operations Manager plays a leadership role within the organization, with responsibility and oversight over organizational budgets and finance, human resources and office management, and supporting roles in fundraising, board relations, and organizational development. The Operations Manager oversees a part-time accounting/administrative position and helps provide support operational support to program staff.

This is an opportunity to play a critical leadership role within a fun, mission-driven team working to help communities throughout the American West. The ideal candidate will be highly organized and detail-oriented, with an affinity for building and overseeing operational and financial systems, and engaging in a fast-paced, collaborative environment. Experience in nonprofit finance or operations is ideal. The position can be hired as a *Manager* or *Director* (assumes heightened responsibilities) depending on qualifications and experience.

RESPONSIBILITIES

The OM plays important roles in managing and executing work within budgets and finance, human resources and general oversight over the organization's operations. Key functions are listed below.

BUDGETS AND FINANCE

Budget Development and Oversight. Works with the Executive Director, Director of Programs and CB Board, to oversee develop the organization's Annual Budget. Oversees budget review and update processes.

Financial Analysis Reporting. Provides regular financial reports at organizational, project and funder levels.

Oversee Accounting Functions. Manages and execute day-to-day accounting functions (payroll, AP/AR, etc).

Tax and Audit Processes. Coordinates tax preparation and annual financial audit.

Improving and Maintaining Systems and Processes. Works with staff to improve, maintain and develop organizational finance / budgeting systems that can effectively serve our changing needs.

HUMAN RESOURCES

Manage Human Resource Functions. Manages hiring, on/off-boarding, personnel files, payroll and benefits.

Team Support and Development. Supports team and staff development strategies; coordinate staff reviews and work plans; coordinate use and purchase of team equipment, software and supplies.

OPERATIONS MANAGEMENT AND LEADERSHIP

Operational/Organizational Systems. Creates and maintains systems supporting organizational effectiveness. Oversees administrative systems/procedures (e.g. nonprofit status, insurance, facilities).

Board Relations and Development Support. Engages in board and funder relations. Supports and helps improve fundraising efforts and processes. Provides operational support to programs.

POSITION REQUIREMENTS

- Experience in management, operations, finance/accounting strongly preferred.
- Must have strong working knowledge of generally accepted accounting principles (GAAP) and experience in budgeting and accounting processes.
- Experience with Quickbooks or other accounting systems is strongly preferred.
- Experience in nonprofit finance / management / operations is strongly preferred.
- Strong written and verbal communications skills, including the ability to lead team discussions and engage with board members and funders.
- Strong proficiency in MS Office and other basic office software / technology (email, etc)
- Excellent organizational skills with the ability to coordinate multiple projects simultaneously and adhere to deadlines is needed.
- Strong collaboration and interpersonal skills. Must be able to work with a diverse team in a high-paced, complex organizational environment.

DETAILS

The Operations Manager is a full-time position based in Glenwood Springs, Colorado. This position has potential to be hired as a Director or Manager level, depending on the experience and qualifications.

Community Builders offers competitive salary and benefits as well as exceptional professional development opportunities. To learn more about us, visit us at www.communitybuilders.org. Explore our publications, blogs and research and check out our projects.

TO APPLY

Please submit a cover letter and resume to hr@communitybuilders.org with the subject line: **"Operations Manager."** Though not required at the time of submittal, we will ask for references for all applicants that we consider for the position. We will notify applicants before calling references and will not contact current employers without permission. **Applications will be reviewed as they are received. Interviews will be scheduled with potential candidates until the position is filled.**