

# JOB OPENING

Title: Operations Manager  
Deadline: March 31, 2022  
Reports To: MCV Executive Director



*Montana Conservation Voters and the Montana Conservation Voters Education Fund seek a well organized full-time **Operations Manager** to oversee our administrative programs to align with our mission. The ideal candidate will care deeply about systems that allow organizations to grow and thrive, and will be dedicated to helping MCV become a more resilient and thorough organization.*

## WHO WE ARE

Montana Conservation Voters is a nonpartisan, nonprofit 501(c)4 membership organization whose mission is to protect our climate, our clean air and water, our public lands, our communities and future generations by supporting leaders who fight for conservation and by holding accountable leaders who do not. The Montana Conservation Voters Education Fund is a nonpartisan, nonprofit 501(c)3 organization whose mission is to engage all Montanans and their communities by empowering them to protect our clean air, clean water, public lands and voting rights through education, mobilization and the power of grassroots advocacy.

## JOB DESCRIPTION: OPERATIONS MANAGER

The Operations Manager will oversee MCV's and MCVEF's administrative and human resource programs. They will proactively manage (and build when necessary) systems that ensure our organization runs smoothly and thrives.

The Operations Manager reports to the Executive Director, and collaborates with all team members to ensure our work is smooth and successful, including but not limited to:

- Working with senior leadership and the Executive Director to implement strong administrative systems
- Maintaining organizational benefit programs and insurance policies (employee health, dental, and vision insurance, auto insurance, general liability insurance, director and officer insurance, workers compensation and others)
- Helping create a hiring and recruitment process that upholds the organization's culture and commitment to racial justice and equity
- Coordinating the employee performance and recognition programs
- Maintaining and updating the organization's donor database and working with the Development Director on donor acknowledgements and organizational mailings
- Assisting organization leadership in creating safe and secure systems of accountability for the organization's human resource policy
- Maintaining the administrative files and records of the organization
- Partnering with an outsourced accounting firm that handles financial transactions, monthly and annual accounting processes, financial audits, and will be responsible for risk and compliance

- Working with Executive Director to verify work records and timesheets to process bimonthly payroll, reimbursements and employee benefits for staff and processing monthly credit card bills
- Sharing responsibility in ensuring a vibrant and productive office environment and acting as office manager to keep office and field materials supplied, including staff needs such as business cards, laptops and other computer equipment, banners, flyers, letterhead, envelopes and other printed materials

## QUALIFICATIONS

MCV is small but mighty, working collaboratively to advance multiple priorities simultaneously as a team of self-starters. The best candidate for this position is someone who has nonprofit operations management experience, including human resources and financial oversight:

- Interest in and commitment to protecting Montana's great outdoors and natural resources
- Office management experience
- Excellent attention to detail and problem solving skills
- Strong computer skills, including Google suite and database management
- Strong verbal, written and interpersonal communication skills
- Experience developing, growing and managing financial and operational systems, particularly with 501c3, 501c4 and state political entities, is a plus

The Operations Manager will have some travel. This position is preferably based in Bozeman or Helena, Montana, but we offer flexible in-person or remote work available during the COVID-19 pandemic.

Recruiting staff who better reflect Montana is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, and all other identities. Women, people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply.

## COMPENSATION & BENEFITS

Montana Conservation Voters offers a competitive annual salary based on commensurate experience. Full-time, exempt employees of MCV are eligible for health, dental and vision insurance. A Simple IRA retirement plan is also available to qualified employees.

## TO APPLY

Send a cover letter, resume and references by 5 p.m. on March 31, 2022 to [mcv@mtvoters.org](mailto:mcv@mtvoters.org) with the subject line "Operations Manager." No phone calls, please. Applications will be reviewed as received.