

**Willard G. Pierce and Jessie M. Pierce Foundation, dba
PIERCE CEDAR CREEK INSTITUTE**

POSITION DESCRIPTION

TITLE: Operations Director

REPORTS TO: Executive Director

INCUMBENT:

STATUS: Full Time (EXEMPT)

UPDATED: May 2021

BROAD FUNCTION: The Operations Director is responsible for overseeing the overall condition of the Institute's natural and managed land and facilities. A strong background in stewardship/land management is required. Additionally, the Operations Director will assist with educational programs within his/her realm of expertise. This is a management and hands-on position.

PERFORMANCE MEASUREMENTS:

- Ensure the property is maintained in an ecologically functional condition.
- Ensure the facilities are maintained and a proactive plan is in place for continued efficient and cost-effective operations.
- Oversee, produce, and manage an annual budget.
- Assist with strategic plan formulation and evaluation, ensuring progress is achieved and goals are met.

ACCOUNTABILITY: The Operations Director is accountable to the Executive Director.

PRIMARY DUTIES AND ACTIVITIES:

- Provide direction and assistance to the Stewardship Coordinator in maintaining the natural areas and trails in compliance with the Institute's Natural Area Management Plan.
- Work with the Facilities Manager to ensure the buildings and equipment are maintained and effectively managed.
- Keep the Executive Director updated on all property and facility issues.
- Ensure work is completed collaboratively with all departments to support effective operations.
- Seek outside funding opportunities to support stewardship efforts.
- Develop relationships with outside organizations and vendors to enhance and strengthen the Institute's mission and vision.
- Work with the Facilities Manager to establish safety protocols to comply with Institute and government requirements and provide training for employees as needed.
- Work with the Stewardship Coordinator to develop and implement educational programming.

- Assist with environmental and safety training for staff and volunteers as needed.
- Other duties as assigned by the Executive Director.

POSITION REQUIREMENTS:

- Ability to work effectively with a diverse group of people.
- Degree in resource conservation, land management and/or biology with at least three years relevant experience.
- Strong understanding and experience with facility maintenance.
- Strong organizational and management abilities and oral and written communication skills.
- Proficiency in the use of Geographic Information Systems.
- Computer skills and knowledge of Microsoft Office and other appropriate software.
- Commitment to the Pierce Cedar Creek Institute mission and vision.

ORGANIZATIONAL RESPONSIBILITY: The Operations Director is charged with the oversight and management of the Institute's property and facilities, working collaboratively with staff and others to ensure goals are achieved. He/she is also responsible for hands-on assistance with land management efforts and occasionally facilities projects.

PLANNING & BUDGETING RESPONSIBILITY:

- Prepare and track a budget and operate within the framework of the approved budget.
- Initiate and follow through on all strategic planning efforts needed to successfully complete job responsibilities.

SUPERVISORY RESPONSIBILITY: The Operations Director is responsible for supervision and management of the Stewardship Coordinator and Facilities Manager, volunteers, and contractors as needed.