



Job Description

313 Railroad Ave, Suite 201

Nevada City, CA 95959

530-265-2343

www.sierraharvest.org

Title: Operations Director
Reports to: Executive Director
Job status: Full time (40 hours per week), exempt
Location: 313 Railroad Ave, Suite 201, Nevada City CA

About Sierra Harvest:

Sierra Harvest transforms lives and strengthens community through fresh, local, seasonal food. We work with over 8,500 children, dozens of farmers, and thousands of community members in Western Nevada County by providing farm to school education, supporting farmers to grow food in regenerative ways, and creating equitable access to local foods for everyone. We envision a thriving local food economy and a network of financially viable farms providing good food for the community, where health and wellness is the norm and people of all ages are engaged in growing, harvesting, preparing, and sharing fresh food. We are creating a place where farmers thrive and residents of all ages have access to nutritious, whole food.

Summary of Position

Reporting to and in partnership with the Executive Director (ED), the Operations Director (OD) is a new full time role that will lead the day-to-day operations and administration to ensure Sierra Harvest can achieve its growth goals. This dynamic position will play a key role in creating best in class systems as well as providing leadership to the finance, human resources, information technology, CRM system, and operations functions. This role is responsible for ensuring that the systems infrastructure, processes, and procedures evolve to support the organization to efficiently run and scale programs and impact.

Specifically, the OD oversees the financial health of the organization and serves as a critical advisor to the ED and the board on finance and investment. The OD will supervise support staff to implement and manage systems that streamline data collection and storage across the organization, ensuring staff have the information they need to run the business. They will manage assets and assess risk working with contractors to implement operating policies, IT systems, cybersecurity, insurance and regulatory compliance. This role is ideal for an experienced, collaborative, organized, and innovative leader who is looking to make an impact on many of the functional areas of our growing nonprofit organization.

Job Responsibilities – Here's what you'll do as our Operations Director:

Drive improvement of organizational systems and processes

- Research and lead efforts in developing and improving systems, processes, controls, and

procedures that improve overall efficiency, and that staff and participating constituents can easily assimilate into their daily activities.

- Develop, document, maintain, and refine standard operating procedures for all operational functions within the organization.
- Analyze, recommend, and oversee outsourcing of business activities for greater efficiency.

Oversee the organization's financial and administrative operations

- Oversee all day-to-day operational, legal, compliance, financial, and administrative functions of the organization, which includes the Finance, Human Resource, and IT functions and supervision of Office Administrator and Bookkeeping and Human Resources Specialist.
- Oversee the finance function to ensure we are a responsible and compliant steward of financial resources. Manage cash flow, develop the organizational budget in partnership with ED and program managers, and analyze prepared financial reports and forecasts preparing analysis for ED and Board of Directors review.
- Provide strategic direction on finance and accounting activities in accordance with U.S. Generally Accepted Accounting Principles, including, but not limited to preparing and tracking grant budgets, recording functional expenses, and calculating actual costs of programs.
- Establish the systems and processes required to deliver a clean financial audit or review annually. Manage all paperwork for audits, internal and external.
- Provide risk management and analysis and safeguard assets through the maintenance of proper controls. Work with legal advisors to ensure regulatory compliance.
- Set the overall strategy, purpose, and vision of the entire HR function, including benefits, payroll, retirement, recruitment, performance management, learning and development, employee relations, and succession planning – ensuring that our systems and processes reflect our DEI values.
- Create a network of software applications/tools that streamline business activity among teams and external users. Work with appropriate outside experts as necessary to ensure organization has the necessary IT infrastructure for future growth and organize just in time training opportunities for staff and board.

Provide organizational leadership

- Build and maintain strong relationships across the organization. Serve as a trusted operational expert ensuring staff has the tools, systems and processes for successful achievement of goals and objectives.
- Proactively provide strategic thought partnership to the ED. Build community as part of the leadership team. Be a culture carrier committed to DEI efforts.
- Support the board of directors in their responsibility to provide fiscal oversight and meet regulatory compliance guidelines to maintain 501c3 status.
- Other duties as assigned.

Essential Traits & Position Requirements

You'll be successful in this position if you:

- Possess a deep commitment to the mission of Sierra Harvest
- Have robust (10+ years) experience in nonprofit operational leadership roles across multiple disciplines such as Finance, HR, IT, Operations with increasing levels of responsibility demonstrating a consistent ability to meet and/or exceed goals.

- Have a strategic mindset paired with the execution skills that allow you to lead and manage projects and teams to achieve goals/objectives.
- Are a proven people motivator with a strong track record of coaching, empowering, and developing staff that don't report to you while supporting a culture that is inclusive, mission-driven, and holds high expectations.
- Possess strong financial knowledge and acumen with experience overseeing the finance function and proven demonstrated 501c3 financial experience working with not for profit accounting.
- Hold previous payroll, benefits management, and performance management experience (required).
- Have significant experience with federal grants management, including, but not limited to, overseeing the grant budget, reporting, expense tracking, site and desk audits and overall grant administration.
- Have a keen understanding of the compliance landscape, legal environment, and nonprofit best practices.
- Possess excellent communication, organizational, and relationship-building skills.
- Maintain a proficient working knowledge of technology, computers, and software such as Quickbooks and CRM software; ability to troubleshoot issues as needed.
- Are an outstanding problem solver with the ability to make sound decisions and the ability to juggle multiple projects and priorities simultaneously.
- Hold a positive, can-do attitude with a solutions-oriented mindset.
- Have great attention to detail and the ability to operate with considerable independence to effectively establish priorities and work accurately under time constraints.
- Possess strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth/ innovation.
- Show demonstrated ability to maintain confidentiality of sensitive information.

Other Things to Know:

- We value non-traditional education and accomplishments. If you do not meet the job requirements listed, please tell us why you might be a good fit for this position.
- This is an exempt position whose salary range is \$64,480 - \$72,800. Additional benefits include 10 days paid time off annually for full time employees (PTO) plus 10 paid holidays annually, 8.5 sick days, \$50 per paycheck wellness stipend and access to sick leave fund, and retirement savings plan with match.
- You'll need to be able to lift 30 lbs.

Ready to Apply?

Please submit a resume and thoughtful cover letter by outlining the unique value you will bring to our organization at jobs@sierraharvest.org, subject: Operations Director – Last Name. This position will remain open until filled.

Sierra Harvest is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, age, disability, veteran status, sexual orientation, or any other protected status. Women, BIPOC, LGBTQIA+ people, and members of other historically disenfranchised populations are strongly encouraged to apply.