

Job Title:	Operations Manager	Position Type:	Full-time, permanent, exempt
Location:	Bedford Hills, NY	Reporting To:	President

About Westchester Land Trust: Westchester Land Trust (WLT) is a regional land trust that has protected more than 9,250 acres and has a professional staff of 12 who work together to protect and steward this region's priority conservation lands. Located in Bedford Hills, WLT's headquarters is called Sugar Hill Farm (SHF) and features a large, historic farmhouse on four bucolic acres. Sugar Hill Farm is home to WLT's staff offices, a food justice farm, and two units of affordable housing.

WLT is committed to persistent learning, educating, and training about race, bias, and systemic racism. We are proactively adjusting our organizational systems, structures, and policies to increase equity, address opportunities for growth, and expand the spaces in our organizational culture for those who have not been historically included. WLT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Diverse candidates and candidates with nontraditional backgrounds are encouraged to apply.

The Opportunity:

WLT is eager to welcome a passionate and engaging professional to serve as its operations manager. This administrative role includes management of a bustling headquarters based in Bedford Hills, NY. The operations manager is a jack-of-all-trades, a team player, and a problem solver who works closely with WLT's president as the administrative center of the organization. The operations manager is involved in many aspects of WLT including board and staff orientation and support, human resources, accounting, recordkeeping, insurance, reporting, technology and cybersecurity, and office systems. The operations manager has an outward-facing role, assisting with events, maintaining strong community, donor, and partner relationships. The salaried position is full-time, five days per week, based primarily in the office, with occasional remote, evening, and weekend work.

Responsibilities:

Business Operations and Financial Administration

- Manage the operations annual budget and assist with preparation of organization budget
- Collaborate with president and accountant to establish, maintain, and improve internal financial processes and procedures
- Oversee annual audit and IRS Form 990 filing, and charitable filings in CT and NY
- Inventory and order office supplies/equipment; oversee repairs/upgrades of phone systems, computer systems, presentation equipment, etc.
- Maintain insurance and licensing documentation for contractors and manage leases and maintenance contracts
- Oversee and implement recordkeeping policies and practices
- Serve as the liaison with pro bono attorneys
- Oversee procurement of insurance policies, leases, and contracts for administrative and IT services to ensure best use of resources

- Oversee accreditation by the Land Trust Accreditation Commission, including the reaccreditation process; stay current on Land Trust Alliance Standards & Practices as they apply to job function
- Maintain updated operations manual and calendar
- Prepare and submit lobbying reports
- Schedule and assist with the facilitation of staff meetings, trainings, and outings
- Coordinate and provide logistic support for meetings
- Attend board meetings and committee meetings and maintain meeting records
- Assist in the preparation and distribution of meeting materials, including financial reporting
- Manage program and event calendar and provide administrative support to staff as instructed by president

Human Resources

- With the president, lead human resources by undertaking routine review of benefits program, updating job descriptions and org chart, providing human resources support, including (but not limited to) providing necessary forms, documents and trainings to staff, board, and volunteers in accordance with all NY laws, including payroll, Simple IRA, health insurance, COI policies, and liability waivers

Property Management

- Identify, prioritize, and budget for capital and property management projects at SHF; oversee RFP process and manage contractors
- Coordinate property management, leasing, collecting and depositing rent, and lead landowner-tenant relationships for two units of affordable housing at SHF
- Act as “on-call” first responder for alarms and emergencies at SHF
- Support Sugar Hill Farm’s food growing program including the purchasing of farm supplies and payment of farmer invoices; keeps records for grant reports

Community Engagement

- Assist with community volunteer farming days at SHF, from April through October
- Assist with coordination of public events and fundraisers as needed

Minimum Qualifications

Proven administrative record with at least five years of experience in a related field. Strong organizational skills and attention to detail. Ability to coordinate multiple projects simultaneously, set and meet deadlines, and work as part of a team and independently. Strong sense of ethics and humor, integrity, discretion, and ability to maintain confidentiality. Notary license is a plus. Valid driver’s license required. Ability to work occasional non-standard hours, including evenings and weekends.

Salary and Benefits

Competitive benefit package including health insurance, retirement plan/employer match, generous PTO. Salary range \$65,000-\$70,000, plus eligibility for annual merit bonus. WLT is an equal opportunity employer and acts in accordance with applicable law in all our hiring and employment practices.

To Apply

Send a cover letter and resume to info@westchesterlandtrust.org with “Operations Manager” in the subject line. No phone calls, please. **Applications without a cover letter will not be reviewed.** Successful candidates will be notified.