Job Description
Business Operations Director

Terms: Regular full-time position (40hrs/week), with benefits

Hiring Salary Range: $82,000-$98,000 annually

Priority deadline: Applications will be reviewed as they are received, with a priority deadline of July 29, 2024. Early applications are encouraged. The position is open until filled.

Summary
The Business Operations Director leads a team of staff charged with the operational functions of the District to include administrative and financial functions, human resources, grant management, procurement, and policy compliance. As part of the management team, the Business Operations Director reports directly to the Executive Director and works collaboratively with the management team to further District strategic planning goals.

About the Snohomish Conservation District
One of 45 conservation districts in the State of Washington, the Snohomish Conservation District is a leader among peers with robust agricultural resilience, habitat restoration, urban stormwater, farm planning, youth education, and community engagement programs. The District works with farmers, city residents, and rural and suburban landowners on a collaborative and voluntary basis throughout our service area which includes most of Snohomish County and Camano Island. We take the mission of the District to heart—“work cooperatively with others to promote and encourage conservation and responsible use of natural resources”—as we implement successful and innovative approaches to getting real work done on-the-ground.

Duties
The primary job responsibilities of the Business Operations Director include the following.

General Operations:
- As a member of the management team, assist in overall management of the District to include annual budgeting, strategic planning, and development.
- Review and provide input into updating policies and procedures as needed.
- Coordinate with the Business Operations team on accounting, payroll, budget and financial responsibilities for District projects and grants.
- Ensure successful coordination of state and federal audits.

Human Resources:
● Supervise staff on the Business Operations team to include a Finance and Accounting Specialist, two Business Operations Coordinators, and two Grant and Contract Leads. Develop annual work plans, work closely with staff to implement work plans, and conduct annual performance evaluations of team.

● Coordinate hiring process for new positions to include consistency in job descriptions, review process, documentation, and onboarding.

● Assist Executive Director to maintain the District’s Employee Handbook and policies and procedures.

● Provide Human Resources support to staff.

Funding Development and Tracking:

● Together with the management team, secure funding to sustain and grow programs, consistent with the 5-year plan.

● Collaborate with the management team and grant managers to create content, deliverables, and budget for new grant opportunities.

● Consolidate and streamline grant tracking and reporting for the District’s 60+ funding sources. Communicate about grant timelines and budgets with grant managers.

● Oversee procurement processes.

● Support grant managers in grant management, reporting, and billing requirements.

● Assist Executive Director and management team in developing the annual budget.

Skills, Knowledge, and Abilities

Minimum qualifications include:

● A Bachelor’s degree in public administration, business administration, accounting, law, natural resources, or related field.

● Three years of supervisory/program management experience (alternative combinations of education and experience will be considered).

● Experience with contracts and grants through different funding agencies.

● Proficiency with excel and word.

● Demonstrated ability to work effectively with diverse groups and individuals.

● Excellent organizational skills and the ability to multi-task effectively.

● Excellent leadership, communication, interpersonal, public relations, negotiation, coordination, and diplomacy skills.

● Team player and collaborative approach to solving problems with staff and partners.

● Ability to see the needs of the District and pro-actively work to create or improve processes, procedures, and available resources.

● Demonstrated experience with project management tools and ability to implement and manage project management tools for the District.
Experience with organizational financial management and budget development/tracking experience.

Phenomenal attention to detail.

A valid WA State driver’s license (or ability to acquire upon hire).

Preferred qualifications include:

- A Master’s degree in public administration, business administration, natural resources management, accounting, law, or a related field.
- Five years or more of supervisory/program management experience.
- A proven track record of awarded grant funding and project proposal development.
- A professional knowledge of policies and practices of conservation districts.
- A working knowledge of federal, state, and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience providing Human Resources support to staff.
- Experience with payroll, billing, BARS, general accounting principles, and audits.
- A working knowledge of Smartsheet and Springbrook Express software.
- A working knowledge of government procurement processes, ability to serve as subject matter expert.
- Experience with local, state, and federal contracts and grants through different funding agencies.

Physical Requirements and Working Conditions

This position is primarily office based, although a hybrid working option is available. This position requires the ability to:

- Drive a vehicle when travel is needed. Must hold a valid, unrestricted Washington State driver’s license (or have the ability to acquire upon hire).
- Use finger dexterity and fine manipulation.
- Hear and speak to exchange information in person, on the telephone, and via video conference.
- Occasionally work beyond an 8:00 am – 5:00 pm schedule or on the weekend.

Benefits

The District offers a comprehensive benefits package which includes:

- Medical, including vision, insurance premium coverage through Washington State PEBB at 100% for full-time employees. The District covers employees premiums up to 100% and matches employee dependent’s medical premiums at 80%.
- Dental insurance coverage through Washington State PEBB for full-time employees. The District matches employee dependent’s dental premiums at 100%.
• A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
• Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
• Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
• Long Term Disability through WSHCA.
• Additional voluntary supplemental insurance opportunities are also available.
• Annual (vacation) leave accrued at a beginning rate of 8 hours per month, 8 hours of paid sick leave per month, and 12 paid holidays each year.
• Employer-contributed retirement program through the State of Washington Employees’ Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).
• All employees are covered by standard State and Federal programs, including WA Paid Family Medical Leave, Unemployment Insurance, Workers’ Compensation, Social Security, and Medicare.
• Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

Work Location
The position will be based out of our Lake Stevens office. Following a successful probationary period, there may be an option to work remotely part of the time. Some essential functions of this position require in-office work at specific times.

Application Instructions
To apply for this position, please submit the following materials via our website at https://snohomishcd.org/employment:
• Cover letter stating why you are interested in this position
• CV or resume detailing your related experience

Candidates who advance in the hiring process may be requested to complete skills assessments.

If you have questions about applying or need accommodation during the application process, contact Sally Cunningham at hr@snohomishcd.org or (360) 631-6736.

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We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.