Chief of Operations and People
Reports To: CEO
Location: Golden, Colorado
FLSA Code: Exempt
Salary Range: $90,000- $120,000 DOE plus a generous benefits package

About the AAC

Founded in 1902, the American Alpine Club (AAC) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has inspired climbers to dream and reach further, to push themselves and the boundaries of climbing. The AAC supports the climbing community through education and resources, community building, policy and advocacy, and through memorializing and archiving climbing history. The AAC represents the interests of its more than 25,000 members from across all disciplines of climbing.

Located in Golden, CO, the AAC jointly own and operate the American Mountaineering Center and the American Mountaineering Museum with the Colorado Mountain Club. The American Alpine Club Library is North America’s largest collection of books and artifacts dedicated to climbing and climbing history with over 190,000 volumes. Additionally, the American Alpine Club operates campgrounds and lodges supporting climbers across the country.

Position Summary

The AAC, centered around people and communities, is seeking an exceptional leader with a breadth of experience and a deep commitment to the mission and values of the American Alpine Club to lead lateral functions in operations and human resources. The successful candidate will have demonstrated experience leading teams and individuals in a broad range of activities in operations and human resources coupled to strong financial and business acumen in a small but complex and growing organization.

A sense of urgency and drive to do more in this world should inform the candidates demeanor and daily habits. Exceptional self-awareness, growth mindset, emotional intelligence, and a desire to connect with and engage people is a must and expressed in communication, management, and leadership style. As part of the leadership team, the candidate must have unquestionable integrity and be able to develop trust and confidence from individuals, teams, and stakeholders from across the entire organization, including members, volunteers, partners, and stakeholders.

Informed by the mission, vision, and values, along with strategic and annual objectives, the Chief of Operations and People will report to the CEO and partner with the leadership team as an active participant in directing the AAC’s day to day operations and people management. They will be a strategic partner in envisioning AAC’s future.

We anticipate the split to be 70% Operations and 30% People.
Operations Duties
Technology, Legal / Risk, Finance and Accounting, Facilities, Compliance

- Oversee day to day operations of the American Alpine Club. Including: IT, accounting and finance, legal/risk, and facilities.
- Oversee and provide fiscal management. Track P&L, develop, analyze, and present financial statements and reports and statements. Highlight areas of concern and focus to the leadership team.
- Oversee accounting functions. Ensure appropriate controls are in place and maintained for payroll, granting, payables, receivables, investments, and cash management.
- Ensure compliance with external requirements and regulations. Including all state and local filings, annual audit, tax filings, and reporting.
- Manage AAC’s endowments and investments. Informed through and in partnership with AAC’s Investment Committee, monitor and manage AAC investment portfolio.
- Oversee and manage the annual budgeting and planning process. Partner with the CEO and leadership team to develop and oversee budgets and plans informed through and results in actualization of AAC mission and strategy.
- Oversee vendor and contractor relationships.
- Manage insurance policies and vendors.
- Identify and implement department and cross-functional operational and process improvements.
- Monitor, update, and implement business policies and accounting practices as needed.
- Oversee IT team and systems.
- Oversee AMC staff in coordination with the CMC.

HR Duties
People Strategy, HR, Compliance

- Establish, in partnership with the CEO and leadership team, short and long term HR strategies to develop skills, behaviors, and qualities to cultivate a growth orientation and empowerment of teams and individuals.
- In coordination with the CEO and leadership team, develop and implement a uniform and clear performance management system, on-boarding process, and professional development policies/practices.
- In coordination with the leadership team, manage recruitment efforts and processes. Support creation and advertising of positions, participate in reviewing resumes and interviews, conduct reference and background checks, and draft offer letters.
- Oversee and coordinate performance review process across the entire organization.
- Ensure and manage clear and accessible employee benefits. Health, 403b, disability, etc.
- Participate in disciplinary and termination meetings, conduct exit interviews.
- Ensure effective payroll services and processing including: processing attendance and payroll data, reporting to payroll services, check verification and distribution.
Ensure compliance with federal, state and city regulatory laws, guidelines and standards. Ensure accuracy and confidentiality of data stored in employee files; both in electronic form and hard copy.

Other

- Strong passion and desire to advance AAC mission and vision.
- Strong passion and desire to advance equity and inclusion.
- Strong passion and desire to build community.

Qualifications

- Minimum 5 years of experience in Operations and/or the Human Resources field. Experience in a nonprofit setting is preferred.
- Minimum 5 years of experience working in Quickbooks or similar accounting software.
- Minimum 5 years of experience leading teams and managing complex projects.
- Excellent self-awareness and ability to work with diverse communities, leaders, and staff.
- Ability to think strategically, develop plans and actualize visions.
- Excellent communication and relationship building skills, ability to work collaboratively and promote a positive and supportive organizational environment.
- Strong analytical and problem-solving skills, attention to detail, excellent organizational skills, and ability to work on and direct multiple projects concurrently, both independently and as a member of teams.
- Flexibility to adjust and contribute in a fluid working environment.
- An impulse towards mentoring and coaching others.
- Strong sense of discretion and a high degree of professionalism.
- A growth orientation, sense of urgency and desire to do more in this world.

Benefits

The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance and an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed and team members are notified when they occur.
How to Apply

All who love the AAC mission are encouraged to apply, including people of color and Black, Indigenous, transgender and non-binary people.

Please email your resume and cover letter to hiring@americanalpineclub.org. No phone calls, please. Priority will be given to applications submitted before Monday, August 30, 2021. The position will remain open until filled with an exemplary person. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.