Operations Director

About Rural Vermont:
Rural Vermont organizes, educates and advocates in collaboration with local and global movements to strengthen the social, ecological and economic health of the agrarian communities that connect us all.

Position Summary:
Rural Vermont’s organizational structure is horizontal, which means the Operations Director works closely with co-directors to manage the organization. The Operations Director leads the day-to-day operations of Rural Vermont and contributes to communications and development, while working with other staff to build a thriving organizational culture and effectively support community-scale agriculture across the state.

Primary Duties and Responsibilities:
- Manage and perform administrative functions, including financial reports, staff orientation, payroll, Salesforce (consumer management software)
- Oversee bookkeeping, deposits and financial records
- Help develop an operating budget, cash flow and manage fiscal and legal matters, in coordination with Development Director and Board of Directors
- Manage paper and electronic filing systems
- Manage all service, insurance and other business-related accounts
- Negotiate contracts and agreements with vendors
- Collect mail, receive phone messages/inquiries, and coordinate responses amongst staff
- Manage Rural Vermont merchandise and orders
- Manage Rural Vermont’s donation receipts and thank you process for members
- Support fundraising efforts, including tabling, mailings, grant writing/editing and appeals
- Co-lead communications efforts, including co-managing Communications Circle, social media, branding materials, publications, etc.
- Maintain and perform website design, updates & maintenance
- Ensure office supplies and outreach materials are stocked and available to staff; assist in shared office maintenance tasks
- Attend weekly staff meetings, quarterly board meetings and annual meeting
- Assist with event coordination, volunteer management and programming for Rural Vermont members; special projects, as needed

Minimum Qualifications:
- Demonstrated experience in operational management, financial records, office management & database management
- Strong proficiency in using Microsoft Office, Google Suite & Squarespace (or similar platforms)
- Interest in or experience with messaging, storytelling, marketing, etc.
- Experience working with a range of social media platforms
- Interest or experience in a sociocratic/cooperative/horizontal operating structure
- Excellent communication skills and resourceful, creative problem solver
- Self-starter and ability to work independently
- Ability to develop timelines and ensure timeliness with all financial procedures
- Flexible; be able to manage varying workloads and make necessary decisions on tasks
- Reliable vehicle for travel
- Ability to be in the office in Montpelier regularly; some remote work available
- Commitment and knowledge of Vermont’s food systems, farms, social justice and the mission of Rural Vermont

Desirable Qualifications:
- Basic IT support (such as managing virtual events, cyber security, troubleshooting tech issues)
- Volunteer management
- Development/grant writing experience
- Graphic design experience
- Experience creating basic audio / video communications

Approximately 25 hours per week. Compensation: Beginning pay $24-$26 / hr range. Paid time off and flexible schedule.

To apply: Submit a cover letter, resume and three references to Emma Paradis at emma@ruralvermont.org. Interviews will be conducted via Zoom. Position open until filled.

Timeline: Start date of early June 2022.