JOB DESCRIPTION: Operations Manager

Green Umbrella seeks a collaborative, detail-oriented problem-solver to support the day to day operations of Greater Cincinnati’s regional sustainability alliance. This full-time position will report to the Executive Director and work out of the Green Umbrella office in Madisonville. This role is being created to support our team as it seeks to increase its impact.

About Green Umbrella:
Green Umbrella leads collaboration, incubates ideas and catalyzes solutions that create a resilient, sustainable region for all. We envision a vibrant community where sustainability is woven into our ways of life. Our systems-level work has the goal of improving the health of our region’s people, climate and landscape. We do this by convening collective impact teams in four areas: People, Policy, Built Environment and Landscape.

Roles and Responsibilities

Accounting:
- Pay bills, make deposits, billing, bank reconciliations
- Generate monthly, quarterly and annual financial reports
- Manage cash flow
- Manage banking relationships and restricted funds
- Manage Liability, D&O, Workers Comp, Unemployment Insurance policies
- Coordinate year-end reporting to government agencies
- Manage financial review of organization
- Report on finance status to Finance Committee and Executive Director

Grants:
- Develop systems for tracking prospective and active grant opportunities
- Research grant opportunities
- Assist with grant writing and grant reports
- Manage financial relationships with grantors

HR:
- Coordinate benefits selection and administration (currently use a PEO)
- Payroll review
- Monitor and track time off and time worked (timesheets, leave requests)
- Oversee employee professional development requests
- Support annual review process, employee goal-setting

Facilities:
- Be point of contact for office rental
- Schedule use of building common spaces as needed
- Point person for IT issues experienced by staff (contract out assistance)
- Keep office stocked with necessary supplies
- Coordinate staff efforts around office improvement projects
Membership & Development:
- Support event logistics as needed
- Assist with donor/member database improvements and maintenance
- Support donor cultivation efforts and campaign
- Donor and sponsor acknowledgement letters

Highly qualified candidates will:
- be independent workers AND good team members
- ask questions when needed AND be able to creatively solve problems
- be systems-improvers
- be able to prioritize a long list of time-sensitive tasks
- clearly communicate with a variety of audiences in person, over the phone and in writing
- be proficient with Word, Excel, Google Drive suite and Quickbooks
- have at least three years of experience in nonprofit accounting
- have experience with donor or client management systems and tracking
- have experience identifying prospective grants, assembling grant applications, monitoring progress on grants received and submitting financial and narrative grant reports
- have a working knowledge of and interest in environmental sustainability issues

Description of Salary & Benefits
- Annual salary of $40,000 to $60,000, commensurate with experience
- Twelve paid holidays annually
- Accrual of twelve vacation days in first year of employment (increases with tenure at organization)
- Accrual of ten sick days annually
- Flex-time policy for overtime hours
- Health Insurance: 100% of health insurance premium cost for full-time employees is covered by GU (no wait period), 25% of spouse/family health insurance is covered by GU
- Parental Bonding Leave (after 1 year of employment) of up to 4 weeks PTO

To Apply
Interested candidates should submit a cover letter and resume as one PDF attachment no later than 9:00 AM on Monday, February 10, 2020 to jobs@greenumbrella.org. You are welcome to include a work sample reflecting an organizational or systems improvement achievement. Address cover letter to Ryan Mooney-Bullock, Executive Director. No phone calls please. Applications will be reviewed as they are received, so please submit your information as soon as possible.

GREEN UMBRELLA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF ITS WORKFORCE.