



Director of Operations  
Full-Time w/Benefits

## ORGANIZATION

Noyo Center for Marine Science (Noyo Center) is a nonprofit 501(c)(3), whose mission is to advance ocean conservation through education, exploration, and experience. Based in Fort Bragg, California, the Noyo Center is addressing the critical gap in marine science in this remote region of the northern California coast. Our goal is to connect the scientific and lay communities to our incredibly productive and critically important marine ecosystems, while raising the profile of our ocean's increasingly vital role in physical climate, food supply, and economic resiliency. The Noyo Center for Marine Science offers research and educational opportunities to:

1. Support the understanding, conservation, and restoration of our marine ecosystem
2. Engage our local community and visitors in activities and education that support our beautiful Mendocino coast
3. Generate sustainable economic opportunities for the Mendocino coast community

The Noyo Center is currently based out of two sites in Fort Bragg: The Discovery Center, located in the downtown historic district, and the Crow's Nest Interpretive Center on the Fort Bragg headlands. At these two locations and through community events, the Noyo Center engages with more than 100,000 individuals (both visitors and local community members) per year. Our exhibitions include a growing natural history collection, featuring the world's largest killer whale skeleton; our virtual reality Ocean Immersion Dome where visitors can "swim underwater" to experience the kelp drama unfolding beneath the sea; and a rotating exhibit schedule of other marine skeletons, educational artwork, and marine science presentations. The organization supports science education initiatives through work with the local school system and summer camps; engages the community through citizen science initiatives; and partners on important science initiatives like Help the Kelp to address marine issues affecting our local coastal ecosystem. For more information about the Noyo Center visit our website at [www.noyocenter.org](http://www.noyocenter.org). Any questions about this position can be sent to [jobs@noyocenter.org](mailto:jobs@noyocenter.org).

## ROLE

The Director of Operations is a new leadership position at the Noyo Center for Marine Science, an organization that is positioned for significant growth over the next 5 years. We are seeking an experienced leader who is enthusiastic about building a strong and healthy nonprofit organization. This is an exciting role for a visionary who thrives in a “hands-on” environment, who is eager to contribute to the strategic vision of our organization, and who can translate the organization's strategic goals into specific operational objectives that optimize growth. The Director of Operations (DO) will oversee the organization’s daily business activities that support our mission to advance ocean conservation and will ensure that our business is well-coordinated and productive. More specifically, this position will oversee finance and payroll, human resources, information technology, and facilities oversight.

This is a full-time position can be based remotely to start (due to the pandemic). Once it is safe to return to a co-work environment, this position will be based out of beautiful Fort Bragg, California, with flexibility to work at home as well as in the office. A distance-working arrangement may be offered to an exceptional candidate who must defer relocation initially, with the understanding that frequent visits to Fort Bragg will be required. The Noyo Center for Marine Science offers a competitive salary and benefits package. Hours and days are flexible, with some evenings and weekends required for events, meetings, etc. This position reports to the Executive Director.

## DUTIES

This position will serve as a member of the Executive Leadership Team, and work with the Executive Director and Board of Directors to execute the organization’s strategic vision.

- Oversee Noyo Center’s financial management strategy and have direct responsibility for oversight of accounting, finance, forecasting, strategic planning, contract negotiations, banking relationships, partnerships compliance and government, private and institutional financing.
- Develop, recommend, implement and evaluate operational policies, procedures and internal controls for all areas of responsibility. Ensure all policies and procedures are documented, in compliance with applicable local, federal and state regulations and laws governing business operations.
- Develop standards to measure and evaluate Noyo Center’s financial and operational performance and report results to senior management and Board of Directors.
- Work with the Executive Director and Treasurer to prepare annual budgets, providing financial forecasts as needed.

- Work with Treasurer to oversee the accounting function which includes accounts receivable, accounts payable, payroll, general ledger preparation, financial statement preparation, audit coordination and other accounting activities.
- Work with the executive management team to develop grant submittals, monitor compliance of grant expenditures and ensure timely and accurate report submittal.
- Work with Development Director on managing and maintaining donor database.
- Direct procedures and systems necessary to maintain proper operational records.
- Remain current on changes within the legal, regulatory, economic and technology environments, which may affect the financial and administrative operations of the organization.
- Oversee recruiting, interviewing, and hiring of new staff; and serve as a link between the organization's management and its employees. Work with senior management to ensure timely staff performance reviews and if needed, performance improvement plans.
- Manage employee documentation, agreements, benefits enrollments and annual benefit renewals (medical, simple IRA) and assist employees with employment issues, trainings, leave, and benefit plan questions. Develop processes to ensure compliance with federal and State laws and regulations.
- Oversee administrative property management functions including asset management, maintenance systems, preventive maintenance, capital improvement projects, procurement, regulatory compliance, and quality assurance.
- Oversee all real property (e.g., lease agreements, facilities management) and property management. Review and approve all contracts and contractual amendments.
- Develop, recommend and implement procedures designed to safeguard the organization's information and file sharing systems.

## QUALIFICATIONS

- Bachelor's degree [in Business Administration, Finance, or a related field] or 5+ years in a leadership role with demonstrated success in financial management and organizational growth.
- Superior knowledge of multiple operational functions and principles, including finance, program or organizational development, and employee management.
- Experience with budget and business plan development.
- Proven ability to develop innovative solutions for increased productivity.
- Masterful organizational, communication, and leadership skills, demonstrated by previous professional success.
- Exceptional communication skills, both in writing and orally.
- Demonstrated leadership capacity, with success managing and developing a strong team.

- Must be able to work occasional evenings and weekends.
- Valid California driver's license and reliable transportation.
- Knowledge or interest in marine science, conservation, or education a plus but not required.

## **HOW TO APPLY**

To apply for the position of Operations Director, please submit your resume and a cover letter detailing your experience and interest in this position, as well as your salary requirements to [jobs@noyocenter.org](mailto:jobs@noyocenter.org). Applications will be reviewed until July 2, 2021. Incomplete applications will not be considered. No phone calls please. The selection process will include preliminary screening and panel interviews of finalist candidates. The interviews will be conducted via Zoom on Thursday July 8th. Salary will be based on qualifications.

The Noyo Center embraces a diverse, inclusive, and equitable workplace where all employees, board members, and volunteers feel valued and respected, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or physical abilities. We welcome applicants from diverse backgrounds and experiences to apply.

## **WORK ENVIRONMENT**

This position regularly sits or stands for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public, frequently reads and interprets agreements and other documents. Constant sitting in office chair, keyboarding, and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one place to another. A valid driver's license is required.