



## **Operations Manager**

**Organization:** Coastal Quest  
**Position Type:** Full-time  
**Location:** Headquarters in Oakland, CA

### **Organization Description:**

Coastal Quest is a 501(c)3 nonprofit working collaboratively with communities to build a more resilient coast by increasing inclusive, science-based planning, governance, financing, and project implementation for a just, prosperous, and sustainable future. Coastal Quest works around the world, from white water to blue water, on lakes and shorelines, and at the land-water connection. We provide project management, science and technical expertise, connect partners with financial and human resources, contract management, grantmaking, and facilitation of public-private partnerships. We are purposefully nimble, designed to solve multifaceted and complex coastal issues. We are here to achieve resilience goals, reduce threats, and implement solutions.

### **Essential Functions:**

The Operations Manager will be responsible for meeting the strategic priorities of Coastal Quest by supporting general finance goals, grants and contract management, and tracking and managing funding to keep programs and deliverables on track and in compliance. This includes managing bookkeeping; generating financial reports and invoices; ensuring financial compliance; working with staff on grant financials, regulations, and policies; supporting general human resources matters; and performing general office and project management support for the energetic and growing organization.

### **Primary Responsibilities:**

- Manages and implements day-to-day nonprofit operations and bookkeeping functions (e.g. utilizing QuickBooks software A/P, A/R, processing customer payments, bank deposits, etc.), payroll and benefits management, and tax preparation.
- Generates financial reports and invoices such as cash-flow analysis, forecasting/scenarios, etc. for internal and external uses.
- Helps oversee operations sub-contractors such as IT, CPA, HR, legal, etc.
- Coordinates and supports financials for programmatic needs and day-to-day tasks.
- Ensures programmatic commitments, policies and procedures, financial standards and legal requirements are met and managed.
- Reinforces consistency in Coastal Quest's policies and procedures and provides support to the organization and Board of Directors as needed.
- Responsible for tracking and managing public and private grants, contracts, and general financial support for Coastal Quest and fiscally sponsored projects.
- Works collaboratively with staff on Board on administration and reporting to Board of Directors.
- Supports human resources matters, such as hiring and departures, facilitating performance management, and review process.
- Manages payroll and benefits for growing team
- Applies forward-thinking operation initiatives to improve non-profit abilities for effectiveness and efficiency.
- Reinforces consistency in Coastal Quest's policies and procedures and provides support to the organization and Board of Directors as needed.



- Perform general office activities and project support on a variety of programs.
- Support multiple projects with the ability to work independently, set deadlines, and ensuring personal accountability.

**Qualifications:**

- Proficient with QuickBooks Desktop and Microsoft Office products; grant-making software and/or time management/ invoicing (e.g. Bigtime) and project management software a plus.
- Experience in manipulating, analyzing, and interpreting financial data.
- Experience with grant-making and overseeing financial due diligence processes; as well as contractual and financial management of government grant-makers.
- Attention to detail and strong organizational skills - for yourself and to support the teams you work with - with ability to prioritize heavy workloads.
- Experience managing sensitive and proprietary information with discretion and confidentiality
- High level of professionalism and ability to be flexible in a growing organization.
- Excellent oral and written communication skills
- Proven history and desire to work largely independently and showing great initiative, creating policies and processes from scratch

**Knowledge and Experience:**

- Bachelor's Degree in Finance, Accounting, Business Administration, Human Resources, or related field.
- 6+ years' related professional experience or equivalent combination.
- Non-profit accounting experience preferred.
- Applicable experience with grants and contract management.
- Experience using accounting and financial reporting systems.
- Experience with government regulations related to grants and contracts.
- Experience, coursework or other training with U.S. Federal Uniform Guidance, state and local regulations, and standard contract clauses.
- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.

**Application Instructions:** Please submit the following in 1 pdf to [info@coastal-quest.org](mailto:info@coastal-quest.org):

- 1 page cover letter
- Resume
- 3 references

**Salary:** \$75,000-\$95,000 depending on qualifications and experience

**Benefits:** Competitive package, including health, eye, dental, 401k, paid time off, holidays and sick leave

**Closing Date:** November 19<sup>th</sup>, 2021

**Location:** Headquarters in Oakland, CA in-person office hours expected in 2022.

*Coastal Quest is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.*