

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for nearly 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Operations Manager

Reports to: President

Classification: Full-time, exempt

Compensation: \$60,000 - \$70,000, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

Duties and Responsibilities:

The Galveston Bay Foundation (GBF) seeks a full-time Operations Manager to ensure effective and efficient operations in a busy and growing nonprofit environment. This position is based from our office in Kemah, Texas, and has diverse management duties including ensuring adherence to organizational policies and procedures, overseeing business-related vendors and equipment, and providing support and resources for a staff of about 30 full-time and part-time employees. Specific duties and responsibilities of this position may include:

Office Management:

- Serve as point of contact for business-related vendors and equipment
- Maintain office-wide accounts, such as for purchasing and technology
- Oversee work of Operations team

Human Resources Management:

- Oversee recruiting, hiring, and onboarding processes
- Review staff timesheets and expense reports
- Coordinate professional development and training opportunities for staff
- Coordinate the annual performance review process for all staff with appropriate supervisor(s)

Organizational Management:

- Ensure adherence to organizational policies and procedures
- Maintain organizational policies, write new policies, as needed, and ensure policies are reviewed by board of directors on appropriate schedules
- Review monthly bank statement reconciliations and checks cleared against check registers
- Maintain historical records

Key Qualifications:

Completion of four-year degree in a business-related field and at least five years of experience in an office administration and/or human resources management role. Prior work experience with a nonprofit organization

preferred but not required. Candidates should be personable and possess excellent customer service and oral and written communication skills. Candidates should also be motivated, organized, adept at problem-solving, highly accurate and efficient, and capable of handling multiple tasks concurrently in a busy nonprofit environment. Final candidates must be prepared to provide at least three professional references and undergo a background check.

To apply, email cover letter and resume to jobs@galvbay.org. Please reference position title in subject line of email.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.