Director of Operations Job Description

Adventure Scientists is looking for an experienced Director of Operations to advance our business operations, human resources management and internal communications. As a member of our senior leadership team, you will play a key role supporting our mission to get leading scientists and decision makers the data they need to address critical environmental and human health challenges.

We are looking for a creative, collaborative leader with a proven nonprofit sector track record managing finances, supporting a strong team, coordinating internal communication and overseeing events. The role is a great fit for someone who enjoys managing diverse tasks in a fast-moving environment and finding ways to improve efficiencies. Critical skills include attention to detail, a proactive work style, and the ability to nurture a cohesive, fun and inspiring work environment.

You will directly supervise one team member and report directly to the Executive Director.

Qualifications

- 10+ years relevant experience required, preferably in nonprofit operations.
- Significant experience with financial reporting, invoicing, and business registrations
- Demonstrated experience with accounting and expense reporting software, preferably cloud-based
- Master’s or Bachelor’s degree in nonprofit business management, human resources or other relevant field
- Experience working with federal contracts and managing grant financial reporting preferred

Responsibilities

Finance

- Oversee financial reporting, invoicing and grant tracking, including implementing new efficiencies and best practices
- Maintain and improve Adventure Scientists’ account structure
- Oversee payroll, expense reporting, accounts payable and receivable, monthly closes, indirect cost allocations and audits
- Serve as the point of contact with our external accountant and payroll processor
- Lead the annual budgeting process and budget tracking throughout the year
- Provide supervision and mentorship to the Administrative Manager
- Track the distribution of swag inventories

Business Compliance and Insurance

- Keep memberships and registrations current
- Maintain 501(c)(3) status
- Procure and maintain insurance

HR/Talent Management
● Maintain HR systems, with the support of the Administrative Manager and Technology Coordinator, for tracking work hours, time off, travel, staff development and personal development funds
● Maintain personnel files, including general employment paperwork, payroll changes, and performance reviews
● Provide logistical support for quarterly and year-end performance reviews, including peer reviews
● Manage employee compensation and benefits packages
● Lead processes for staff recruiting, hiring, onboarding and talent development
● Coordinate contractor hiring, contracts and payments
● Keep employee manual and other policy documents updated and accessible
● Ensure operation workflows and instructions are updated and accessible
● Seek out staff development training opportunities based on individual staffers’ needs in partnership with their managers
● Own the role of maintaining and growing our positive, collaborative, outdoor-oriented team dynamic in concert with the Executive Director

Events
● Manage logistics for staff meetings, board meetings and community events
● Present and network on behalf of Adventure Scientists at public events and conferences

Communications
● Curate and share internal news through a regular cadence of engaging updates
● Maintain the general org calendar

Office
● Supervise general shipping and receiving, office supplies, and branded promotional items
● Oversee the office environment, including our lease, utilities and cleaning
● Coordinate visitor travel
● Maintain company vehicle

Work Schedule & Compensation
This is a full-time position based at Adventure Scientists’ headquarters in Bozeman, MT with occasional work travel required. Occasional work on weekends or at night should also be expected.

Salary is $75,000-$85,000, depending on experience. We offer a generous and flexible benefits package, including employer-subsidized healthcare, IRA matching, personal and professional development fund opportunities, paid time off, and paid powder days. Additional perks include remote work flexibility (2-days per week), flexible work hours, and access to pro-deals. Plus, we have a dog-friendly office, so you are invited to bring your best friend to work!

To Apply
Please submit your application via the online form below.

Applications must include:
● Cover letter describing your background and interest in the position
● Resume, limited to two pages
● Three professional references
About Us
Adventure Scientists is a dynamic 501(c)(3) nonprofit organization that works with diverse partners including Harvard Medical School, World Resources Institute, National Geographic, and the U.S. Forest Service to equip them with data collected from the outdoors that are crucial to addressing environmental and human health challenges. Our projects have ranged from amassing the largest dataset documenting global microplastic pollution to collecting scat samples to aid in identifying the genetic origins of antibiotic resistance.

Adventure Scientists is committed to providing an equal employment opportunity for all applicants and to ensuring a work environment free of discrimination and harassment. Our employment decisions are based on our business needs, job requirements and individual qualifications, without regard to race, gender, sexual orientation, religion, family or parental status, disability, age, national origin, or any other protected status. We sincerely welcome people of all identities, backgrounds, and experiences to apply.