**MID SOUND FISHERIES ENHANCEMENT GROUP**

**OPERATIONS DIRECTOR POSITION DESCRIPTION**

**May 29, 2014**

**Position Description**

The Operations Director is responsible for the development, implementation, coordination and management of the administrative, financial and key outreach services for the Mid Sound Fisheries Enhancement Group (Mid Sound). Under the general direction of the Board of Directors, primary responsibilities include marketing, outreach and organizational development, financial functions, budget development, grant and contract administration, staff support for Mid Sound activities, developing and implementing internal policies and procedures, providing advice and direction about the administrative operations and program activities, and otherwise performing work that is original or creative in nature. Position regularly exercises substantial discretion, independent judgment, and decision-making. The work is relatively unsupervised.

Duties include the following:

**Public Outreach**

* Develop public outreach materials such as program reports, brochures and PowerPoint presentations for various audiences such as public officials, volunteers, and the general public.
* Monitor, update and maintain the Mid Sound website.
* Prepare & submit organizational capacity building grants to various foundations
* In partnership with the Project Director, recruit, hire and manage volunteer coordinator; assist volunteer coordinator to recruit and manage office interns and Ameri-Corps placements.
* Assist in the development and implementation of a public outreach work plan showcasing Mid Sound’s program and accomplishments.
* Assist in the development of requests for proposals and request for qualifications as needed for outside consulting services.
* Represent Mid Sound in numerous external forums and processes such as Lead Entity Citizen Committee processes, WRIA Forums 8, 9, and 15, RFEG Coalition, and Salmon Recovery Funding Board (SRFB). Maintain regular contacts with Tribes, State agencies such as Washington Department of Fish and Wildlife (WDFW), Recreation and Conservation Office (RCO), and Federal agencies such as the National Fish and Wildlife Foundation (NFWF), U. S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), and Corps of Engineers (COE). These contacts provide key links in areas that affect Mid Sound’s mission.

**Financial Responsibilities**

* Plan, organize, direct, monitor and coordinate the financial resources for the Board including financial planning, budgeting and accounting functions. Work with the Project Director and staff to present an annual budget to the board
* Establish and maintain account management procedures including preparation and/or approval of budget reports and reconciliation of expenditure documents with State and Federal accounting reports and relevant grant requirements.
* In cooperation with the RFEG Coalition review and monitor the federal and state appropriation and implementation process and report to the board and staff.
* Monitor federal and state legislative initiatives, laws and rule making efforts. Cultivate and maintain a network of Federal, Tribal, State and local officials and committees to ensure a timely flow of information and input into the processes. Assess political lay of the land; make recommendations to Mid Sound’s Community Outreach and Education Plan.
* Coordinate and work with the Project Director on the preparation of grants and contract proposals. Initiate the development of budgets for grants and contracts. Assist in the preparation of work scopes.
* Coordinate grant reimbursements and general monthly, quarterly and yearly reports to granting agencies, as required.
* Working with the Project Director, review and approve income/expenses, prepare and/or supervise statistical and budget reports, analyze financial data, make recommendations or take appropriate corrective action.
* Ensure understanding of and compliance with the policies and procedures of Mid Sound’s

funding partners, including private, Federal, State and local agencies.

* Design, implement and update procedures and documentation that assure fiscal compliance with State and Federal guidelines and laws involving personnel/payroll, purchasing and travel.
* Working with the Project Director, audit and approve expenditures, payroll and travel charges for accuracy and compliance with the State Auditor’s policies and procedures, and Federal grant guidelines.
* Prepare and maintain administrative business reports and records.
* Maintain Quickbooks accounting software including processing AR, AP and payroll and as necessary to interface with the bookkeeper.
* Manage the organization’s audits and work with the selected auditor to ensure all necessary information is provided in an accurate and timely manner.
* Ensure Mid Sound’s compliance with financial and operating requirements as related to OMB Circular A-133 and A-122.
* Track and provide reports on donated materials.
* Track inventory of Inventoriable Equipment purchased with State and/or Federal funds.
* Work with the organization’s bookkeeper to ensure timely payment of quarterly taxes, dues and other relevant organizational fees.

**Policies and Procedures**

* Assist in formulating, implementing and updating general administrative policies.
* Develop and execute, in partnership with the Project Director, Board and staff, annual Fundraising, Marketing, and Development Plans.

**Personnel Management**

* Assist the Project Director in developing and administrating the Board’s personnel policies and requirements including processing new staff, promotions, salary actions and terminations.
* Provide training and counsel to staff members as requested.
* Assist the Project Director in personnel searches.
* Maintain personnel files.
* Assist the Project Director in coordinating and supervising the work schedule of the staff. Supervise other staff as needed.
* Track and provide reports on donated labor.
* Attend monthly Board meetings and assist the Board President with preparing for monthly meetings.
* Develop, update and maintain a Board of Directors handbook.

**Facilities Administration**

* Obtain inventories of Mid Sound Property and report as necessary.
* Maintain office working environment

**Other**

* Utilize computer applications for resource management.
* Perform other job related duties as required.

**Minimum Qualifications**

Bachelor’s degree in business, public administration, environmental education, or closely related field and five years of professional experience in administration involving responsibility for planning, organizing and coordinating administrative activities

Demonstrated financial management skills, excellent interpersonal skills; excellent written and oral communications skills; good problem solving skills, and excellent skills in spreadsheet and database applications utilizing a personal computer.

Must have a valid driver’s license. Experience with non-profit organizational development is especially valued!

**Working Conditions**

Work is performed approximately 70% in an Administrative and 30% attending meetings or project sites. Office environment is very small and requires ability to navigate stairway, field work requires ability to navigate over uneven surfaces. Attendance at evening and weekend meetings may be required.

SALARY RANGE- Up to $77,000 annually DOE plus benefits

**SUBMITTALS**

Applicants may submit a letter of interest, resume, references, and writing samples (if/as available) by 5:00 p.m. on June 15, 2014 via hard copy or email to:

Paul Dorn, Board President

Mid Sound Fisheries Enhancement Group

7400 Sand Point Way NE

Seattle, WA 98115

or

paul@dorn-enterprises.com

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

It is the policy of Mid Sound not to discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.