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## Operations Director

December 2024

Renewable Northwest seeks an **Operations Director** to oversee the organization's operations. This role oversees a variety of functions at the organization including budgeting, accounting, development and staffing. The position will manage human resources staff and external consultants including a contract Chief Financial Officer, Contract Accountant and Auditor. This position will be filled in Portland, OR and will report to the Executive Director.

### ABOUT RENEWABLE NORTHWEST

Renewable Northwest is a regional nonprofit clean energy advocacy organization whose mission is to decarbonize the region by accelerating the transition to renewable electricity. Renewable Northwest serves four Northwest states – Idaho, Montana, Oregon and Washington. Member organizations include leading renewable energy businesses, environmental organizations, consumer groups and other renewable energy sector affiliates. Renewable Northwest offers a dynamic, challenging, and rewarding workplace where staff collaborates with members and allies to move the Northwest away from fossil fuels toward a clean energy future. Visit the [Renewable Northwest](https://renewablenw.org) website for additional background information.

### TO APPLY

*Please note that interviews for Operations Director will begin in January of 2025. We expect to receive a large volume of applications for this position, so thank you in advance for your patience in the process of application review. **We will reach out to you if your application is selected to move forward.***

Submit the following materials in **PDF format** via email to: [admin@renewablenw.org](mailto:admin@renewablenw.org)

- Cover Letter
- Resume
- List of three references (include: name, title, relationship to applicant, contact info)
- Writing sample, preferably relevant to the job description

Incomplete applications will not be considered.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa currently.

Application Deadline: Open until filled

## **STATEMENT OF INCLUSION**

Renewable Northwest values a diverse workplace and strongly encourages people from diverse backgrounds to apply for this position, including people of color, people with disabilities, immigrants, people with lived experience, and members of the LGBTQ+ community. Renewable Northwest is an equal opportunity employer. Applicants will not be discriminated against based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## **KEY RESPONSIBILITIES**

- Oversee daily operations to ensure alignment with the organization's strategic goals
- Develop and implement operational policies and procedures to enhance efficiency and productivity
- Monitor and evaluate organizational performance, providing recommendations for improvement
- Manage budgeting, financial reporting, and resource allocation
- Manage HR and Office Manager staff
- Ensure compliance with relevant regulations and best practices
- Oversee contract accountant and CFO consultant
- Develop the annual budget and manage cash flow
- Support organizational development including management of grants, grant reporting and foundation relationships
- Cultivate and maintain relationships with donors and partners
- Support grant writing and management, ensuring timely submission and reporting
- Oversee office space leases
- Oversee annual reporting

## QUALIFICATIONS

- Degree in Business Administration, Nonprofit Management, or a related field; Master's degree preferred
- 5+ years of experience in nonprofit operations
- Strong understanding of nonprofit financial management and fundraising principles
- General knowledge of accounting principles and practices and ability to oversee contract accounting staff
- Excellent leadership, communication, and interpersonal skills
- Highly organized and self-motivated
- Proven ability to manage multiple projects and prioritize effectively
- Proficiency in QuickBooks, excel, constant contact, and Google platforms

## COMPENSATION AND AMENITIES

- Starting Salary Range: \$115,000 - \$135,000/year

Renewable Northwest offers a very comprehensive benefits package, including:

- Complete coverage of premiums for medical, vision and dental for employee and family members
- Unlimited PTO after 1 year of employment
- Paid family medical leave
- Paid day of service
- Flexible work schedule
- Employer contribution equal to 5% of salary to a 401k retirement plan