

CABRILLO NATIONAL MONUMENT FOUNDATION (CNMF) OPERATIONS MANAGER



The Operations Manager will play a pivotal role in our organization, responsible for not only managing the financial aspects but also contributing to the overall success of our nonprofit by overseeing operations, human resources, and fostering a positive work culture. This role requires a unique blend of financial expertise, leadership, and a commitment to the Cabrillo National Monument Foundation (CNMF) mission.

Position Overview

Compensation: \$68,640 - \$77,000 DOE
Benefits: Medical, Life insurance, 403b Retirement matching program. Generous paid time off and holidays.
Status: Full-Time, Exempt, in-person, some remote
Location: Cabrillo National Monument, San Diego, end of Point Loma
Reports to: Executive Director

Key Responsibilities:

Financial Management (50%)

- Maintain accurate financial records, including accounts payable, accounts receivable, and general ledger entries for organization and for audit process.
- Process payroll, manage budgeting, and prepare financial reports.
- Ensure compliance with nonprofit financial regulations and grant requirements.

Executive Director Support (20%)

- Provide support to the Executive Director, including calendar management, Board meeting preparation, and correspondence.
- Assist in grant writing and reporting, as needed.

Operations Management (15%)

- Oversee day-to-day operations, including technology and park/vendor relationships.
- Identify and implement operational efficiencies to optimize resources and reduce costs.
- Manage inventory of assets, equipment, files, and office supplies.
- Develop and maintain operational policies and procedures.

Human Resources (10%)

- Assist in human resources functions, including recruitment, onboarding, and employee benefits.
- Maintain employee records and ensure compliance with labor laws and regulations.

Culture Building (5%)

- Foster a positive and inclusive work environment with teamwork, collaboration, and employee engagement aligning with our mission.

Qualifications:

- Bachelor's degree or equivalent experience in bookkeeping, accounting, finance, or a related field.
- Proven experience in bookkeeping and operations (nonprofit a plus)
- Knowledge of financial reporting, grant compliance, and IRS regulations.
- Proficiency in QuickBooks Online and Microsoft Office 365.
- Experience and understanding of HR best practices.

- Excellent organizational and communication skills.
- Natural at taking initiative and wanting to help.
- Ability to work collaboratively and inspire a positive work culture.
- Background check will be required.

Physical Demands

- Able to sit for prolonged periods of time at meetings, desk, computer.
- Able to speak into and use a telephone.
- Able to lift and transport up to 25 pounds.
- Able to push/pull, may involve use of arms/hands, feet/legs.
- Able to reach overhead or below shoulder level.
- Able to hear, understand and distinguish speech and/or other sounds.

About CNMF:

Cabrillo National Monument Foundation (CNMF) is a 501(c)(3) nonprofit corporation and an essential partner to the National Park Service (NPS) providing support to Cabrillo National Monument, San Diego's only National Park. We provide support through retail sales at the Cabrillo Store and through fundraising. Visit www.cnmf.org to learn more about our organization.

CNMF is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

At-Will Employment Status - The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To Apply:

Email Emily Moore, Executive Director, at emily@cnmf.org with Subject Line: Operations Manager. Please include a one-page Letter of Interest and Resume.

Application Deadline: Friday, November 17, 2023