

**WE'RE  
HIRING**



## **Job Announcement**

**Position:** Homeless Garden Project Operations Manager

**Hours:** 40 hours/week, occasional weekends, holidays and evenings

**Salary:** \$46,000-50,000, commensurate with experience

**Benefits:** Health Benefits, 16 days paid vacation, 6 days paid sick leave, 9 days paid holiday

**Reports to:** Executive Director

**Applications:** Mail resume, cover letter and contact information for three references to Darrie Ganzhorn, Executive Director, P.O. Box 617, Santa Cruz, CA 95061 or email to [darrieg@homelessgardenproject.org](mailto:darrieg@homelessgardenproject.org). Resumes will be accepted until position is filled. Initial review December 18, 2017.

**Homeless Garden Project** is looking for a bright, experienced, and passionate **Operations Manager** to join our organization during this exciting time of growth!

The **Homeless Garden Project** (HGP), a 501c3 nonprofit based in Santa Cruz, CA, provides job training, transitional employment and support services to people experiencing homelessness. In complement, HGP operates a vibrant community volunteer and education program. The training, employment, education and volunteer programs take place in a 3.5 organic farm and related enterprises.

Products produced in the training and employment program are sold through Farm Enterprises and a Value-added Enterprise. Farm enterprises include a Community Supported Agriculture (CSA) program, a farm stand, wholesale accounts and wedding

flowers. The Value-added Enterprise which consists of a retail store, an online store, and wholesale accounts uses raw materials grown at the farm to create a product line. Enterprises provide for a real work environment and are also a meaningful source of revenue for the Project.

HGP is in an exciting period of growth, preparing to move our farm from its temporary 3.5-acre site to a permanent 9.5-acre farm site, within a 20-acre site on City of Santa Cruz Pogonip park land.

HGP seeks an experienced and dedicated individual to lead organizational operations towards excellence in support of our mission. The ideal candidate will also have a commitment to ending homelessness and have experience with employment and workforce programs.

Reporting to the Executive Director, the Operations Manager is responsible for managing HGP operations, including administration, accounting and finance, human resources, information technology, and facilities. In addition, the operations manager is responsible for coordination of the Pogonip Working Group, including meeting follow-up. The Pogonip Working Group includes the Executive Director and a lead representative from the Pogonip Building Committee, Farm Committee, Capital Campaign Committee, and the HGP Board of Directors. Additional representative may be included as needed. The purpose of the working group is to ensure seamless organizational coordination during the transition of HGP operations from its current site to Pogonip.

## **Responsibilities**

### Financial

- Supervise Business and Finance Manager
- Staff Finance Committee Meetings, including oversight of development of the organizational budget and financial reports
- Analyze monthly financial reports and provide ongoing budget analysis and recommendations to the Executive Director and Treasurer
- Coordinate the annual organizational audit
- Interface with banking institutions
- Administer Payroll, and staff health benefits

### Operations

- Coordinate Pogonip Working Group and lead transition of operations from Natural Bridges Farm to Pogonip
- Support implementation of Mitigation Plan
- Maintain and improve HGP Information Technology systems (including planning, troubleshooting, training, and transitioning systems to Pogonip)
- Maintain organizational facilities, including buildings, equipment and grounds maintenance
- Ensure the proper use, management, security and upkeep of Project facilities and assets (e.g. vehicles), owned and rented.

Through the budgeting process, recommend appropriate resources are allocated for necessary maintenance and improvements.

Administer insurance policies and all lease agreements and contracts

### Human Resources

Administer payroll and benefits

Administer worker compensation insurance and manage claims

Ensure staff receive timely and consistent performance reviews

Ensure operations meet legal compliance

Oversee maintenance of up to date personnel records

With the Executive Director, implement an organizational staff retention strategy

### Leadership

Supervise Business and Finance Manager

Supervise and coordinate high-level volunteers in conjunction with the Pogonip

Working Group and other projects

## **Qualifications**

- A minimum of two years' experience in nonprofit management involving financial, HR, IT and facilities management
- Expertise in developing and monitoring budgets
- Experience and comfort managing human resources
- Strong knowledge of and experience in office management, facilities management and efficient systems and procedures
- Bachelor's degree or equivalent in business, nonprofit management or a related field
- Commitment to social justice and the mission
- Excellent project management skills
- Strong attention to detail
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- High comfort level working in a diverse environment
- Ability to coordinate the work of contractors and vendors
- Ability to multi-task under pressure in a dynamic, fast-paced environment
- Willingness to do whatever it takes to get the job done
- Proactive, self-directed and able to independently solve problems