



## SAVE OUR SHORES DIRECTOR OF FINANCE AND NONPROFIT OPERATIONS

**Position: Director of Finance and Nonprofit Operations**

**Reports to:** Executive Director

**Status:** Part time. This is a non-exempt position is 10 - 15 hrs per week (up to 20 hrs at times).

**Schedule:** Flexible Monday – Friday. Occasional evening for board meetings/rare occasional weekend.

**Pay:** \$33.00 – \$37.00 hourly, based on experience. Compensation is hourly, includes paid vacation and sick leave, workers' compensation. Health/dental insurance is not provided in part time, but available if this position goes full-time with secured funding.

**Location:** Santa Cruz California. Combination of remote and in-office ideal.

**About Save Our Shores:** Save Our Shores is a small, grassroots non-profit organization focused on marine conservation in Santa Cruz, CA. We were founded in 1978 in response to the threat of offshore oil drilling along the Central Coast and were integral in the designation status of the Monterey Bay National Marine Sanctuary. Since then, we've worked to protect our coastline from other threats including plastic pollution and illegal sand mining. Our efforts have expanded since our inception to include delivering marine science education to local students, engaging community members in stewardship activities, conducting outreach for pollution mitigation, and continuing the invaluable advocacy work upon which our organization was founded by pushing for policies that protect oceans, coastlines, and connected communities.

### **Job Purpose:**

Save Our Shores is seeking a Director of Finance and Nonprofit Operations to join a small but mighty team! The Director is responsible for the day-to-day financial management of Save Our Shores, the securing, negotiation, and oversight of contracts and grants. This staff member maintains the on-going operations at Save Our Shores as well as the relationships with vendors, program staff, other operational and finance relationships. This role will work closely with the Executive Director and the Board of Directors to ensure internal operations are secure and sustainable, and that the organization's commitment to equity is embedded in all finance, administrative, and operational functions.

The ideal candidate is organized, optimistic, and diplomatic, with strong interpersonal skills and is a strong communicator (written and orally). They have a well-rounded background in finance and operations, experience working within a nonprofit business, and a background in marine conservation organizational endeavors. It is important that the successful candidate can communicate and explain financial information to non-finance individuals and is willing to take on nonprofit operational tasks as needed.

## **Essential Duties & Responsibilities:**

### Finance

- Work with the Executive Director and Board Finance Directors to ensure the financial integrity of Save Our Shores by overseeing and managing all financial functions of the organization.
- Manage day-to-day financial tasks including, but not limited to, AR/AP, journal entries, deposits.
- Lead and oversee the annual budgeting process and support departmental budget management.
- Processing payroll; bi-weekly.
- Assure all paperwork and filing to keep Save Our Shores in good, nonprofit standing with the government is up to date and completed on time.
- Secure and negotiate external contracts and grants.
- Manage grant allocations, compliance, and financial reporting requirements.
- Serve as point of contact for the board treasurer and finance committee.
- Serve as point of contract for Program staff for contract updates, finance reporting for grants and programs.
- Other assigned and related duties by the Executive Director.

### Nonprofit Operations

- Ensure all policies and procedures are in compliance with applicable local, federal and state regulations and laws governing business operations.
- Oversee all real property (e.g., lease agreements, facilities management) and property management.
- Review and approve all contracts and contractual amendments.
- Ensure efficient office operations and liaise with vendor services as needed.
- Oversee internal office operations and trouble-shoot issues that arise as needed.
- Manage all organizational vendor contracts and invoicing.
- Assist with onboarding and new hire paperwork.
- Manage quality assurance programs and strategize process improvements.
- Other assigned and related admin/operational duties by the Executive Director.

### Leadership and Life of the Organization

- Serve as a member of the leadership team, with a collaborative approach to problem solving.
- Fully participate in organizational activities including staff and board meetings.
- Commitment to advancing Save Our Shore's mission and vision for our served communities.

## **Knowledge, Skills & Abilities:**

- Strong finance skills and interest and/or understanding of the field of marine conservation.
- A strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments independently.
- Strong interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships.
- Able to exercise sound judgment in maintaining confidentiality of all agency information.



- Experience with budget and business plan development.
- Proven ability to develop innovative solutions for increased productivity.
- Masterful organizational, communication, and leadership skills, demonstrated by previous professional success.
- Exceptional communication skills that translate as direct, respectful, and transparent; both in writing and orally.

**Desired Qualifications:**

- Bachelor's Degree in Finance, Accounting, Math or Business Administration or comparable experience
- 2+ years' experience in nonprofit or business finance
- 2+ years in a leadership role or independently leading a business function.
- Mastery GAAP accounting principles and practices.
- Experience or willingness to learn audit requirements, documentation, and preparation.
- Experience or willingness to learn with grant negotiations, grant compliance and financial reporting.
- Experience managing or contributing to the success of office operations.
- Experience or willingness to learn marine conservation concepts and program operations.

**How to Apply:** Please email cover letter, resume, and 2-3 professional or academic references to Erica ([Erica@saveourshores.org](mailto:Erica@saveourshores.org)) with the email title: DIRECTOR OF FINANCE AND OPS

**Save Our Shores** is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ candidates are strongly encouraged to apply.

*These duties, percentages, dates, and descriptions are subject to change.*