



## **VICE PRESIDENT OF OPERATIONS & FINANCE**

### **Position Description**

**Title: Vice President of Operations & Finance**

**Reports to: President**

**Position: Full-Time, Exempt, Hybrid**

**Location: Within 3 hours travel of Oregon City, OR**

**Salary: \$90,000-\$120,000/year**

**Benefits: Employer paid health; retirement; flexible schedule, more info below, benefits are non-negotiable**

### **About Willamette Falls Trust**

Willamette Falls Trust (the “Trust”) is a non-profit organization located in Oregon City, OR, dedicated to promoting and preserving an unparalleled Willamette Falls experience, fostering year-round connections to the magnificence of the Falls. Our mission aims to provide historical and cultural interpretation, maintain a healthy habitat, create public open spaces, and amplify tribal voices and interests in the Falls and its waterway.

The leadership of the Trust includes tribes with historic and current connections to the Falls, which include the Confederated Tribes and Bands of the Yakama Nation, Confederated Tribes of Siletz Indians, Confederated Tribes of the Umatilla Indian Reservation, and Confederated Tribes of the Warm Springs.

### **The POSITION**

Reporting to the Executive Director, the Vice President of Operations & Finance will conduct all project management associated with projects at Willamette Falls, including west side developments around Moore’s Island. The Vice President of Operations & Finance will also prepare the organization for rapid growth in anticipation of a \$150M campaign implementing the project, including but not limited to upgrading financial, IT, and HR capabilities. The Vice President of Operations & Finance will bring the technical and managerial sophistication needed to conduct complex project management and prepare Trust systems in a manner that enhances the Trust’s mission. The Vice President of Operations & Finance must work collaboratively with Trust leadership, staff and board, and key contractors and vendors. The ideal candidate will have strong experience in rapid-growth settings, with a preference for experience in nonprofits relying on philanthropic support. Experience with marginalized communities is also preferred.

### **Core Responsibilities**

#### **Project Management:**

- Coordinate key functions with key contractors to advance the project.
- Coordinate closely with the Tribal affairs team to assure project developments align with its goals.

- Coordinate closely with the fundraising team to assure Campaign Plan is aligned with project plan and organizational capacity.
- Prepare organization for project success by adapting operational practice and systems.
- Provide updates, reports, and briefings to key constituencies, including board and campaign volunteers, staff leadership, and project and campaign contractors.
- Manage legal and design contractors.

#### **Business + Finance:**

- Oversee the creation and administration of the annual operational budgets; oversee the creation of multi-year campaign budgets; regularly monitor expenses.
- Work closely with the Development Director to ensure gifts are properly tracked and allocated; reconcile Quickbooks with donor CRM.
- Manage and execute financial transactions, tracking vendor pricing and service.
- Oversee an annual third-party review, or audit.
- Manage investments under the direction of the board Finance Committee; manage accounts payable; Review all operational invoices and ensure they are submitted for payment.
- Coordinate with grant development and reporting.
- Manage and reconcile petty cash funds.

#### **Systems Development:**

- Develop and implement organizational systems and procedures that ensure operational excellence across functions. Systems include but are not limited to: budget and financial management, integration of financial and philanthropy processes, procurement, human resources, information technology, compliance, facilities, and risk-management.
- Responsible for procurement of supplies, materials, equipment, and inventory management.
- Ensure ongoing monitoring and implementation of contracts.
- Ensure staff members understand the procedures and have the resources to operate effectively.

#### **Compliance:**

- Capture and organize key data with reliability for the creation and completion of various compliance reports.
- Manage and successfully complete all necessary compliance reporting to the Local, State, Federal, and Tribal constituencies.
- Ensure that all fire, life, and safety regulations and procedures are implemented ensuring the well-being of all staff.
- Help the organization's processes remain legally compliant.

#### **Facilities:**

- Analyze process workflow, employee and space requirements and equipment layout; implement changes.
- Maintain a safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations.
- Run a safe, injury/accident-free workplace.

**Information Technology:**

- Support IT needs, including managing IT assets, assisting staff with IT issues as able, and serving as main touch-point.
- Coordinate technology implementation (planning, procurement, and training).

**Human Resources:**

- Serve as human resource administrator as it relates to employee information and benefits.
- Maintain all employee files; update required HR paperwork and data systems.
- Oversee payroll administration (currently under contract with Gusto).
- Recruit, select, train, assign, schedule, coach, counsel and discipline employees.
- Plan and review compensation actions; enforcing policies and procedures.
- Manage staff levels, wages, hours, contract labor.
- Define company policies and implement training.
- Monitor internal HR systems and ensure operational efficiency and compliance.

**Additional Responsibilities:**

- Attend and support 6-12 Trust fundraising events annually.
- Participation in on-going professional development; and
- Perform other related duties as needed and assigned

**Required Qualifications:**

- BA preferred or equivalent relevant experience; Degree in Business, Operations Management or related field preferred;
- Minimum of 3 years of professional experience required; Five+ years preferred;
- Proven complex project management experience;
- Proven work experience as operations manager or similar role in \$1M+ organization;
- Proven experience with payroll, accounting systems, including fund-stream and philanthropic accounting;
- Experience with marginalized communities;
- Collaborative, adaptable, and innovative approach to organizational development;
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

**Knowledge & Skills:**

- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects;
- Highly detail-focused and results-oriented;
- Team-player attitude and strong customer-service orientation;
- Excellent organizational, planning, and implementation skills;
- Excellent written and verbal communication skills;
- Highly proficient in Microsoft Office suite;

- Demonstrated initiative, leadership, and tenacity;
- Commitment to culturally relevant practices;
- Commitment to professional reflection and ongoing collaboration;
- Ability to pass a criminal background check;
- Experience working with diverse populations, especially Indigenous communities; and
- Passion for Willamette Falls Trust mission.

### **Preferred Qualifications**

- Significant experience working within Indigenous and ethnic/culturally diverse communities;
- Experience with public-private partnerships;
- Experience in capital campaigns;
- Experienced and conversant in fundraising techniques and best practices; and
- Familiarity with Bloomerang platform.

### **Working Conditions**

Occasional evening or weekend work is required to carry out events and meetings. Occasional travel is required largely within the region (Oregon and southwest Washington) to participate in and facilitate donor meetings, events and professional development training. Work can be fast-paced with multiple projects and objectives in motion and will sometimes require moderate physical activity.

### **Salary & Benefits**

\$90,000 - \$120,000, plus benefits: health, vision, and dental insurance with 100% premiums paid by employer; up to 6% employer matched retirement; 3 weeks starting PTO, 40hrs Sick Time, 11 holidays and 2 floating holidays; and, a flexible schedule with a hybrid work model based out of the Portland Oregon Metro area. Benefits are non-negotiable.

Willamette Falls Trust is committed to its work in improving its diversity, equity, and inclusion efforts and fostering an environment where all people are welcome. We encourage applications from a diverse pool of applicants. Willamette Falls Trust provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation or gender identity.

## **APPLICATION INFORMATION**

Applicants should include a resume and a cover letter addressing how your experience aligns with this position along with your connection to and/or experience working with Native or Indigenous communities.

All applications received will be reviewed and all applicants will receive a response. Willamette Falls Trust takes your time seriously and appreciates all applicants for considering this role.

**Application Deadline:** Open until filled with the first round of review happening the week of 01/15/2025. Please forward complete application packages to [careers@willamettefallstrust.org](mailto:careers@willamettefallstrust.org)