



## Career Opportunity

### **Director of Operations**

The Anacostia Watershed Society seeks a full-time Director of Operations to lead a high-performing team of operations and finance professionals in effectively, efficiently, and sustainably managing and stewarding the organization's financial resources, business operations, physical plant, equipment, and personnel while maintaining benchmark best practices. The Director works cross functionally with all departments, is a member of the Leadership Team, an important partner to the President/Chief Executive Officer and the Board of Directors.

The Director is an integral part of the organization and contributes to the watershed's restoration and the engagement of diverse communities, partners, and other stakeholders to deliver on our mission to protect and restore the Anacostia River and its watershed.

### **About the Anacostia Watershed Society**

The Director of Operations position is a great opportunity to help lead and grow one of the most effective grassroots, community-based non-profit organizations in the Washington, D.C. metro area. Since our founding in 1989, the Anacostia Watershed Society has worked to protect and restore the Anacostia River and its watershed for all who live here and for future generations. Over the past 35 years, AWS has grown from a small group of concerned individuals into an award-winning, \$3 million+ non-profit with a staff of 20 that is deeply involved in a cause that affects many different Washington, D.C. area communities within the 176 square-mile watershed.

This is an especially exciting time to join the Anacostia Watershed Society's team of professionals as we embark on a new and ambitious strategic plan and prepare for the opening of our state-of-the-art environmental education center at Washington, D.C.'s 11<sup>th</sup> Street Bridge Park in 2027. The Anacostia Watershed Center will be an enriching resource for the diverse communities who live along both sides of the Anacostia River and will house our award-winning education programs for youth and adults of all ages in the District of Columbia, and Prince George's and Montgomery counties in Maryland.

The Anacostia Watershed Society's mission is to conserve and restore the Anacostia Watershed for all who live here and for future generations. Pursuing this broad mission, the Society takes on issues of nature resources conservation and management, environmental protection, sustainability, community health and welfare, and environmental justice. We collaborate with diverse stakeholders to advocate at all levels of government for policies that promote greater watershed protection and restoration investments. Our field programs work to restore habitat and wildlife, and to connect local communities to the watershed through volunteer activities, boat tours, and canoe and kayak adventures. Our education programs work with schools, students, and adults throughout Washington, D.C. and Montgomery and Prince George's counties, engaging them in the classroom and on the river and its banks, providing hands-on experiences that contribute to current restoration projects and prepare the next generation of environmental stewards. In addition, the Anacostia Watershed Society serves as the voice for the river, educating, alerting, cajoling, and, when necessary, challenging government officials, business interests, thought leaders, and the public to go to greater lengths to protect the ecological health of the watershed, improve water quality, and mitigate the negative effects of habitat loss, pollution, stormwater, and climate change.

### **Key Accountabilities:**

- Oversight of day-to-day business operations (Finance, HR, IT, and Facilities), policies, and safety.
- Oversight of budgeting and financial management, review, reporting, expenditures, contracts, etc.
- Compliance: annual audit, business licenses, tax exempt status, charitable registrations, etc.
- Human Resources: Employment compliance, payroll, time and attendance, employee relations benefit administration, recruitment and onboarding, professional growth and wellness, Diversity, Equity, Inclusion, and Justice (DEIJ) planning and implementation.

- Oversight of technical operations to ensure that staff have the tools/technology they need to do their jobs efficiently, to include vendor management for outsource Finance, IT and HR.
- Supervise operations staff; work with operations consultants, and provide outstanding service to staff and external stakeholders.
- Participate in other special projects, organization-wide efforts, and tasks as assigned.

### **Immediate Priorities:**

In addition to the full breadth of accountabilities in this key management role, the Director of Operations immediate priorities are:

- Work with Leadership Team and staff to develop 2025 budget and close out 2024 fiscal year.
- Work with Leadership Team and staff to develop business plan for new environmental education center on 11<sup>th</sup> Street Bridge Park.
- Oversee contracts for renovation of George Washington House (AWS headquarters).
- Work with CEO to recruit and onboard Finance Manager and Facilities Maintenance Tech.
- Work with AWS accounting and financial services consultant to ensure a smooth transition in cash-flow management, financial projections, reporting, payroll, etc.

### **Key Requirements:**

- Demonstrated experience in non-profit operations and/or financial management. Experience in the environmental field is a plus, but not required.
- Commitment and/or passion for environmental sustainability and environmental justice is strongly preferred; enthusiasm for and comfort in the outdoors (on the water and in the field) is valuable.
- Effective management, decision-making, problem-solving, and leadership skills, including the ability to manage people to success, motivate team members to work well together, and work together collaboratively with other parts of the organization.
- Excellent written/verbal communication and interpersonal skills.
- Highly organized and detail-oriented self-starter. Proven ability to prioritize even during periods of peak activity and meet deadlines in a timely manner.
- Ability to work with and provide excellent customer service internally and externally, experience working in a metropolitan area.
- Self-motivation, innovation, resourcefulness, collaborative and cooperative team player.
- Willing, motivated, and able to work a flexible schedule, that includes some evenings and weekends, and travel.
- Physical work may be required (i.e. ability to lift and carry up to 30 pounds).

### **Required Qualifications and Experiences:**

- Four-plus years of experience and proven success in non-profit or small business operations and/or human resources and/or financial management.
- Bachelor's degree and/or additional experience/education in non-profit management, business administration, financial management, human resources, and technology a plus.
- Command of the required technical skills and information relevant to operations and financial management, including business acumen; project planning and management; financial accounting, forecasting, analysis, and budgeting; understanding of policies and compliance; and process improvement.
- Demonstrated passion for Environmental Justice mission impact.
- Excellent computer skills and proficiency with office technology and accounting software systems. Experience in MS Office (Word, Excel, and PowerPoint) is a definite plus.
- Candidates bilingual in written and spoken Spanish and English are encouraged to apply; such skills would be a strong plus.
- Valid driver's license and clean driving record required.

**Our compensation package includes competitive base salary and benefits, such as a very generous 403b retirement plan match and a flexible leave program. Salary range is \$95K to \$105K depending on level of experience. Interested applicants should email a cover letter and a résumé formally expressing your interest to [askhr@anacostfiaws.org](mailto:askhr@anacostfiaws.org).**

**AWS encourages and embraces diversity. We seek qualified applicants that reflect the rich diversity of the communities we serve.**