Operations Manager
Job Description

Full-time, 40 hours per week, In Office
Application Deadline: Monday, September 14, 2026
$55,000-$60,000 Salary

About Saratoga PLAN
Saratoga PLAN (Preserving Land and Nature) is an accredited land trust that stewards and protects farms, forests, and waters of the Saratoga region and the southern Adirondack foothills – now and forever.

PLAN has a highly motivated, small team. This position supports all parts of PLAN's work and is the first face seen by the public at our office. We're looking for someone who is flexible and willing to assist others when needed.

Primary Job Duties

The Operations Manager is responsible for managing Saratoga PLAN's office and is essential to the longevity of the conservation work we do. The Operations Manager must be a capable organizer, with an eagle eye for detail and proven administrative skills. The Operations Manager plays a foundational role at Saratoga PLAN and is responsible for legal and financial recordkeeping, time tracking, information technology, contract management, and operations. This 40-hour-per-week position supports the Executive Director, other staff, the Board of Directors, and, at times, donors, partners, and volunteers.

Duties and Responsibilities:

Office Management 40%

1. Maintain a neat and well-organized office. This includes but is not limited to ensuring that the office has necessary supplies and equipment, that staff have the basic resources they need (office furniture, stationery, computers, etc.), interacting with vendors and others to ensure the office is properly equipped, maintaining a safe and comfortable workspace, providing a welcoming space for the public.
2. Assist with employee onboarding, including but not limited to, setting up computers and other technology, providing paperwork needed for payroll, insurance, and retirement, and setting up appropriate workspaces.
3. Interface with vendors, research and coordinate acquisition contracts for insurance, order office supplies and equipment, assist with banking, financial audits, IT services, and other operational needs.
4. Work with PLAN's outside consultant to pay bills and process receipts. Enter all invoices, paid bills, and revenue into the bookkeeping system and make bank deposits at least weekly. This includes interfacing with QuickBooks Online.
5. Work with PLAN's consultant to process payroll every two weeks, including ensuring accurate staff deductions, including health insurance, dental insurance, and retirement accounts.

6. Work with the HR Consultant to ensure timesheets and practices comply with local, state and federal standards.
7. Provide operational and administrative support to staff. This support includes, but is not limited to, maintaining information technology systems, word processing, mailing, photocopying, compiling packets, and arranging space and refreshments for meetings.
8. Monitor and respond to correspondence from PLAN's info inbox within a timely manner, responding to or redirecting requests for information as needed.

Event Planning and Community Engagement 30%

1. Act as the initial touchpoint for the public, including answering phone inquiries, greeting the public, and welcoming office visitors.
2. Work with other staff as needed to plan and execute different events throughout the year, ranging from 10 to 200 attendees.
3. Work with Development staff to support fundraising events, including assiting with venue selection, catering, AV, decor and entertainment, and other tasks to ensure well-run and well-attended events.
4. Collaborate with communications and development staff to ensure high-touch, memorable, and mission-aligned events.
5. Assist with event registration and logistics, and mailings as needed
6. Assist with recruitment, training, and coordination of all volunteers. Oversee volunteers performing administrative functions such as data entry, mailings, event tabling, and other administrative and operational needs.

Record Keeping & Data Entry 30%

1. Upload financial records to SharePoint.
2. Check mail and accurately input constituent information into CRM.
3. Works with other staff to input new email subscribers and volunteer signups.
4. Work closely with Development staff to ensure that proper documentation is provided for each donation on SharePoint alongside thank you letters.
5. Work with consultant to extract information from accounts (QuickBooks) and prepare reports for accountant, auditor, and board and committee meetings as needed.
6. Upload donation information into QuickBooks weekly using the spreadsheet created by Development staff.
7. Liaise between the accountant and PLAN's outside consultant to reconcile monthly financials.
9. Maintain and revise protocols for financial procedures, donation processes, and data entry, and train staff in data entry as needed.
10. Administer complete corporate records, documents, registrations for compliance and eligibility purposes. This includes ensuring PLAN's Accredited status with the Land Trust Commission and maintaining records associated with board meetings and bank accounts.
11. Assist with compiling records and reports for the annual audit and corporation filings.

<u>Qualifications:</u>

- Proficiency required in Microsoft Office 365, QuickBooks, and Excel.
- Helpful: SharePoint back-end knowledge and familiarity with Salesforce or other robust constituent management databases, such as DonorPerfect or Little Green Light. Must be comfortable learning new technology systems.

- Excellent organizational skills and proven ability to establish and maintain efficient office systems and paper and electronic files.
- Demonstrated commitment to high-quality professional work and attention to detail.
- Ability to communicate effectively and professionally with the public, colleagues, board members, donors, volunteers, and contractors.
- Positive, helpful attitude and commitment to excellence. Team player. Courteous, outgoing personality and a sense of humor a plus.
- Excellent work ethic and ability to establish work priorities and produce accurate results efficiently with a variable, challenging and dynamic workload.
- Motivation to initiate, conceive, develop, explain, and utilize efficient office systems for tracking, documenting, filing, and reporting the corporation's business for coworkers, board members, and volunteers.
- Trustworthy, loyal, and dependable, with a keen sense of professional discretion when handling sensitive information.
- Must be able to work independently with periodic supervision.
- Able to work flexible hours occasionally to assist with evening meetings and weekend events.
- This is not a remote position.

The ideal candidate will have the following skills and experience:

- Associate or bachelor's degree in Business, Accounting, Human Resources or another related field.
- Proficient in Salesforce or another CRM system.
- Strong IT skills with the ability to coordinate with our IT provider.
- Strong communication and organizational skills to manage a dynamic office space with full-time, part-time, and contract staff.
- Ability to plan, execute and deliver on time-sensitive documents such as checks for land closings and financial reporting for meetings.

Salary and Benefits

Saratoga PLAN offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is $55,000 to $60,000 annually.

The benefits package includes:

- Paid vacation, holidays, and sick leave.
- Employer supplement toward health and dental insurance premiums.
- Full match on an employer-sponsored SIMPLE IRA plan up to 3% of salary (upon eligibility).

Application Instructions

To be considered for the Operations Manager position, please email the following items, merged into one PDF with the title "PLAN – Operations Manager": your resume, a cover letter highlighting relevant experience, and a list of three references to info@saratogaplan.org. Failure to submit the materials in a combined PDF may result in your application not being considered.

Please include "Last Name, First Name, Operations Manager Position" in the subject line. No phone calls, please.

PLAN recognizes that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. PLAN encourages individuals from all backgrounds to apply and join our engaged community that is committed to environmental conservation. Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.