



Hiring: Operations Manager

About TWF

The Texas Water Foundation is a 501(c)(3) non-profit organization established for the purpose of generating a heightened public awareness among Texans regarding the vital role water plays in our daily lives. Under the leadership of a distinguished Board of Directors, Texas Water Foundation recently adopted a [new strategic plan](#) with the objective of leading Texas into a sustainable water future. Texas Water Foundation will continue to play a vital role in the water dialogue in Texas, while building new programs in water leadership, policy and education.

About the Position

As a small non-profit that is growing its mission and programs, the Operations Manager will be a vital part of establishing baseline operations and scaling of new initiatives for Texas Water Foundation. A successful Operations Manager will work collaboratively with the Executive Director to think strategically about program growth, as well as the ability to take initiative towards improving Texas Water Foundation's operational success.

Key functions of the Operations Manager position include:

- Management of Texas Water Foundation facilities, equipment and contractors
- Management of Texas Water Foundation finances and budgeting
- Management of nonprofit compliance and HR administration
- Project and event management
- Management and execution of Texas Water Foundation strategic communications
- Daily management of Texas Water Foundation website
- Management of Texas Water Foundation database, contacts and software
- Manage the organization's calendar, including financial and programmatic reporting and board meetings

Qualifications

A successful candidate will have the capacity to work collaboratively within a small team as well as demonstrate the capacity to work individually. The Operations Manager will work closely with and support the Executive Director in advancing the mission of the Texas Water Foundation as well as in growing the organization's administrative and overall capacity.

Ideal qualifications include:

- B.A. or B.S. degree, preferably in communications or business
- Strong project management skills
- Confidence managing and accomplishing multiple tasks with minimal direction
- Proven experience (3-5 years) with non-profit administration and management
- Strong oral and written communication skills, with proven record of attention to detail and meeting deadlines
- Experience with QuickBooks online or comparable accounting software
- Familiarity with communication platforms and willingness to manage listservs
- Familiarity with website management
- Enthusiasm for working in a demanding, dynamic and entrepreneurial setting

Preferred qualifications include experience with the water sector in Texas, experience with grant writing or development, and strong interpersonal skills.

Compensation & Benefits

Texas Water Foundation will provide competitive salary and benefits, commensurate with experience. The Texas Water Foundation is proud to offer opportunities for growth as well as a generous benefits package including health and disability insurance, 401(k) retirement contribution match, and paid time off including maternity/paternity leave. Adaptable schedule and the ability to work remotely on occasion.

How to Apply

Interested applicants are asked to submit cover letter, resume and three professional references to lyda@connectionsconsulting.net. Incomplete applications will not be considered. Please do not contact the Texas Water Foundation directly.

We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status. In order to comply with local, state and federal Affirmative Action and Equal Employment regulations we need to identify certain applicant data which will only be used for reporting to government agencies. You are not required by law to provide this data. The data you provide on this form will be kept confidential, used solely for statistical purposes and maintained separately from your employment application. This data will not be used to make a decision about your employment.