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## **Job Announcement**

### **Position: Business Operations Manager**

#### **Overview:**

*The mission of the California Marine Sanctuary Foundation is to advance the understanding and protection of the Monterey Bay and Channel Islands National Marine Sanctuaries, California's statewide network of Marine Protected Areas (MPAS) and other coastal and ocean resources in California.*

The California Marine Sanctuary Foundation is an independent, nonprofit organization serving a valuable role in the nonprofit community. Established in 1995, it is a good example of the merit of collaboration between public agencies and private organizations. The Foundation focuses its efforts on education, research and resource protection initiatives for conserving and protecting the extraordinary environment and resources of the federal and state marine protected areas in California, coastal and undersea equivalents to our nation's parks, forests and wilderness areas.

Since inception, the organization has supported many dozens of projects for numerous resource management agencies. It has served as a tax-advantaged giving vehicle for private foundations, corporations and individuals.

The Monterey Bay and Channel Islands National Marine Sanctuaries work closely with the California Marine Sanctuary Foundation (CMSF) to facilitate many of their programs. CMSF is also actively involved in raising money for expanding the number and scope of ocean and coastal resource projects. Our work involves numerous other federal, state and local agencies and organizations.

The Foundation has identified four areas of special programmatic focus for the current three year period.

1. Monterey Bay National Marine Sanctuary
  - a. Water quality
  - b. Science-based monitoring and reporting
  - c. Education and outreach with an emphasis on the Sanctuary Exploration Center, Santa Cruz and state marine protected areas within the Sanctuary

2. Channel Islands National Marine Sanctuary
  - a. Education and outreach with an emphasis on the Outreach Center for Teaching Ocean Science (OCTOS) in collaboration with the University of California, Santa Barbara and state marine protected areas within the Sanctuary
  - b. NOAA's Center of Excellence for Unmanned Technologies (e.g. Unmanned Aircraft Systems, Autonomous Underwater Vehicles and Unmanned Surface Vehicles)
  - c. Selected additional projects from time-to-time
3. Implementation of California's statewide network of marine protected areas created as part of the Marine Life Protection Act.
4. Other partnerships and fiscal sponsorship, including: the Bureau of Land Management, California Coastal National Monument; the California Coastal Commission; the National Marine Fisheries Service; the Cordell Bank National Marine Sanctuary; California Dept. of Water Resources; California State Parks and Dept. of Fish & Wildlife and others.

Underlying those efforts, the Foundation will continue to emphasize organizational and operational growth and development related to: the Board of Directors and advisors; overall financial strength; fund development; and management efficiencies and best practices.

### **Job Description:**

The Business Operations Manager position is being created to assist in managing the organization's activities in the programmatic areas above, and augment the work of the Executive Director and staff accountant.

Working closely with the Executive Director, the primary responsibilities of the Business Operations Manager include:

- Annual organization budget development and financial management
- Project and program budget development
- Assistance with payroll, accounts payable and accounts receivable management
- Working with Sanctuary and other agency program directors, supervising implementation of programs and reporting outcomes and financial information
- Cash flow projections and monitoring
- Representing CMSF in meetings and at public events, from time-to-time
- Assisting with the administration of approved personnel policies
- Coordination and participation in Board of Directors meetings and on Board committees as assigned

The work involves many federal and state agencies, as well as private foundations, nonprofit organizations, research institutions and individuals. The job is demanding, with plenty of challenges and rewards. Our work environment is professional, energized and multifaceted.



The Business Operations Manager's role is vitally important to the organization's success.

*Critical requirements:*

- A Bachelor's degree is required, with a Master's degree preferred.
- An understanding of the environmental and resource conservation fields, with a preference for those with nonprofit industry experience.
- Demonstrated ability working with a diverse range of stakeholders and collaborators.
- Knowledge of budgeting and accounting systems, and an aptitude for federal and state government contracting processes and systems. Quickbooks knowledge is desirable.
- Excellent computer skills including word processing, spreadsheets, project management systems, contact databases, and presentation applications.
- Outstanding written and verbal communication skills.
- Strong organization skills and self-motivation.

Essential Elements

The job requires a substantial amount of time sitting and utilizing a computer and keyboard. Additionally, there is considerable time spent communicating via the telephone and in person with other employees, partners and the public. The position involves regular travel to Monterey and Santa Cruz and requires access to a personal automobile. We seek an individual who is resourceful, detail-oriented, optimistic, persuasive and personable.

Work Hours, Compensation and Benefits

The Business Operations Manager position is a full-time, exempt position that will be based in Monterey or Santa Cruz, CA. A competitive compensation package is available and is commensurate with experience. Upon completion of a three month introductory period, the employee is eligible for health, paid leave and other benefits of the California Marine Sanctuary Foundation. Pre-approved travel and other job related expenses are reimbursable.

Application Instructions

To apply, please send a cover letter, resume and three references to:

California Marine Sanctuary Foundation  
Business Operations Manager position, Job Application  
99 Pacific Street, Suite 455  
Monterey, CA 93940

Email: [info@californiamsf.org](mailto:info@californiamsf.org)

Fax: 831-647-4250

Email (MS Word or Adobe pdf) or fax submissions are preferred. The position will remain open until filled. NO PHONE CALLS PLEASE

*We are an equal opportunity employer.*