



JOB POSTING

Operations Manager

Position Overview

The Operations Manager is responsible for leading the effective operation of the Harlem Valley Rail Trail Association. Reporting to our Board of Directors, the Operations Manager is our only staff member. This is a multifaceted role, ideal for a generalist who likes to learn new things, solve problems, and engage with the community. While we plan for this role to expand to include additional strategic functions in the coming years, the foundational needs of a small, not-for-profit, membership organization will be the immediate focus for this position.

Essential Functions

Administration and Operations

1. Manage the Association's small office, including processing mail, phone calls, and walk-in inquires; handle IT and equipment needs
2. Oversee communications and marketing: update website and mobile app; maintain "swag" inventory, brochures, and related materials
3. Lead membership renewal process and author periodic newsletter to members
4. Create and manage monthly and annual organizational calendar
5. Manage Association's insurance policies and meet compliance requirements

Project Management

1. Collaborate with consultant to support ongoing construction projects
2. Coordinate resolution trail maintenance issues in partnership with proper authorities
3. Support and/or lead community and fundraising events, including our annual meeting
4. Partner with Board of Directors to schedule and execute strategic, efficient monthly meetings

Financial Oversight

1. Partner with Board Treasurer to plan the annual operating and project-based budgets; manage to budgets and report on financial activity
2. Partner with external accounting firm to ensure accounts payable and accounts receivable are accurately managed
3. Manage donor database, ensuring funds are allocated and acknowledged promptly

Respond flexibly to the needs of the organization, even when those needs extend beyond the specific details of the job description.

Additional Information

1. This is a 75% of fulltime role, expected to be approximately 30 hours per week.
2. The salary range is \$45,000 – 50,000 per year, based on skills, education, and experience. This is a salaried, exempt position. Health benefits are not offered.
3. While some work can be performed remotely, there is an in-office requirement of 2 days per week. Our office is currently located in Millerton, NY.

Required Qualifications

1. Minimum of 2 years of fulltime experience providing operational and systems support, preferably in a small, cross-functional team
2. Demonstrated capacity for effective project management
3. Proficiency in using office software (e.g., Microsoft Office Suite, Google Workspace)
4. Excellent written and verbal communication skills
5. Extraordinary problem-solving ability
6. Excellent interpersonal skills

Preferred Qualifications

1. Bachelor's Degree in a related field preferred
2. Residence in Columbia County, or Northern Dutchess County, strongly preferred
3. Demonstrated professional or personal interest in the not-for-profit sector and/or outdoor recreation

How to apply

Please send your resume and a thoughtful cover letter explaining your interest in the role to cbarufaldi@hvt.org Candidates who apply by January 20 will be prioritized. Applications will be accepted until the position is filled.