



Operations Project Manager Position Announcement

Job Title: Operations Project Manager
Reports to: Associate Director of Operations

Want to play your part in protecting our local communities from the impacts of climate change as part of a talented, deeply committed, and national award-winning conservation organization? Are you interested in implementing innovative and value-aligned systems and technology that contribute to the impact of SLT's mission?

Sonoma Land Trust (SLT) is seeking a tech-savvy project management professional to lead systems improvement initiatives and manage the organization's digital resources and security to ensure SLT's growing team of conservationists have the necessary tools to operate efficiently and effectively. Streamlined workflow, standardized applications and technology, enhanced administrative processes, and a safe and secure operating environment are crucial for SLT to succeed in our essential work in Sonoma County. This position is responsible for organizing, planning, executing, and delivering system and technology enhancing priorities in collaboration with appropriate third-party vendors, consultants, and the SLT Operations team.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

You are encouraged to apply if you:

- Have experience managing multi-faceted projects.
- Bring an employee-oriented and growth mindset.
- Enjoy exploring technology.
- Collaborate and communicate well with team members.
- Thrive on details, organization and are solution minded.
- Appreciate working with a diverse group of colleagues.
- Passionate about the planet!

Primary Responsibilities

PROJECT MANAGEMENT & STAFF SUPPORT

- Lead Project Management activities on organization-wide systems and technology initiatives including identifying, implementing, and maintaining process-enhancing tools to improve SLT's efficiencies.
- Draft and manage Project Plans with milestones, responsibilities, timeline, and budget.
- Manage staff task force or project group, meetings, assignments, and progress.
- Plan projects with understanding of organizational workflow and competing priorities to maximize project success.
- Define, select, and manage external resources for project priorities.
- Identify and engage stakeholders, anticipating staff needs, concerns, and challenges.
- Manage staff introduction to new systems and processes and facilitate training.

SYSTEMS MANAGEMENT

- Primary liaison to SLT's third-party IT Management vendor (Portola Systems, Inc).

- Manage and oversee organizational technology and systems enhancements through collaboration with Portola, including hardware and software fleet management.
- Monitor and enhance technology needed to support hybrid meeting rooms, shared workstations, and home office needs.
- Manage the process for Portola's Annual Report and identify implementation priorities.
- Develop and manage SOPs and processes as needed for technology and systems at SLT.
- Develop and deliver ongoing training opportunities for software, tools, and general SLT systems used in daily work operations by all staff.
- Monitor, assess, and collaborate with Portola to manage the upgrade of IT infrastructure such as servers, firewall, and internet, as the need arises.
- Partner with the Associate Director of Operations on defining SLT's IT strategic priorities.
- Collaborate with Associate Director of Operations on the annual IT budget.

SECURITY MANAGEMENT

- Implement and manage the Cybersecurity Project Plan to increase security across the organization. Cyber audit was completed in 2023.
- Manage User Awareness Training and Vulnerability Scans through Portola.
- Update and manage Cybersecurity Policies and Procedures.
- Document and manage security breaches in collaboration with the Associate Director of Operations and Director of Finance and Administration.

APPLICATIONS ADMINISTRATOR

- Administer and maintain the cloud-based file sharing system, in-house server-based system, and the associated protocols.
- Serve as the administrator for organization-wide software applications such as Box, Zoom, Adobe, DocuSign, ESRI, etc.
- Handle day-to-day staff questions and issues on organization-wide applications, with assistance from Portola as needed.

Essential Knowledge

- A bachelor's degree, demonstrating personal achievement and relevant educational background OR equivalent project management experience.
- Minimum 3 years of demonstrated experience managing multi-faceted operations projects.
- Proficiency in the Microsoft 365 Office suite of applications and cloud-based systems such as Box, Zoom and SharePoint.
- General understanding of business technology infrastructure.
- Experience managing consultants and third-party support vendors.
- Confidence in using a variety of technologies with the ability to quickly learn new platforms, software, and systems.

Preferred Skills and Abilities

- Ability to foster superior collaborative relationships with colleagues and partners.
- Ability to exercise initiative, patience, and good judgment.
- Excellent written and verbal communication skills.
- Demonstrated ability to prioritize assignments, meet deadlines and maintain attention to detail in a fast-paced environment.
- Budget management experience.
- Proficiency in creating high-quality reports and information dashboards.

- Possess cultural competence by effectively interacting and developing positive working relationships with people of various cultural backgrounds.
- A valid license.
- A passion for conservation and environmental issues.

Schedule, Salary & Benefits

This position is full-time, 40 hours per week (exempt status).

Salary starting at \$90,000 commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with SLT policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model.

About Sonoma Land Trust

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 57,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit the [Sonoma Land Trust](#) website.

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

To Apply

Please email your resume and cover letter to staffing@sonomalandtrust.org.

Sonoma Land Trust is an Equal Opportunity Employer

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.