



Senior Operations Manager

Date Created: February 2023

Location: Remote and in Gerlach, Nevada, 89412

Reports to: Stacey Wittek, Executive Director

General Summary

Under the direct supervision of the Executive Director, the Senior Operations Manager will be responsible for managing the construction, implementation, execution and efficacy of Conservation Projects, Site Stewardship Projects, Ecotourism Projects, and Nature Walks, Tours and Visitor Services.

Essential Job Responsibilities

Program Operations, Planning and Implementation

- Manage the development of e-bike tours, nature walks, overland trips, historical hikes and heritage tours of the Black Rock Desert High Rock Canyon Emigrant Trails National Conservation Area and greater Black Rock Country.
- Manage the resourcing, recruitment, training and coaching of seasonal and year-round staff, Americorp, service providers and volunteers.
- Assist in the creation of program infrastructure, best practices, policies, procedures, and project alignment with the mission of FBRHR and its federal, state and local partners.
- Identify and explore and implement opportunities for community engagement with Conservation and Ecotourism programs.
- Identify and engage with potential partners (travel and tourism operators, guiding outfits, environmental science, recreation, artists, scholars, and specialists) to enhance recreational opportunities and tours.
- Coordinate with the Bureau of Land Management to plan, create and implement conservation events and programs.

Program Monitoring and Reporting

- Create and oversee the development of measurements and monitoring of programs to ensure grant objectives and goals are met.
- Create formal reports, budgets, and program outcomes.
- Track staff and volunteer hours and engagement.

Organizational Operations

- Assist in development of operational protocols.

Coordination Communication and Outreach

- Coordinate and communicate with relevant state and federal partners, grantees and stakeholders and steering committee to ensure effective teamwork and relationship building.
- Identify and implement marketing and communication strategies to promote programs.

Staff Management and Development

- Train and supervises program staff, interns, and Americorp.

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Courtesy, Visitor Services and Volunteer Engagement

- Oversee day-to-day operations of FBRHR Education and Welcome Center.

Other duties as assigned

Knowledge, Skills, and Abilities

- Managing paid and volunteer staff working side-by-side on projects
- Budgeting and Grant Reporting/Tracking
- Excellent communication skills, verbal and written
- Leave No Trace*
- Wilderness Safety*
- Wilderness First Aid*
- GPS Navigation*

*willing to provide training for the right candidate.

Qualifications & Experience

- College degree in relevant field, such as but not limited to: outdoor recreation, environmental science, conservation science or field sciences (biology, geology) or 3-5 years equivalent experience in a management role.
- Excellence and proven success in program management with the ability to evaluate existing programs and cultivate new programs
- Exceptional people management skills including supervising and mentoring staff and volunteers, managing and developing high-performance teams, and nurturing a healthy organizational culture.
- Experience in, and the ability to learn and develop, organizational operations and protocols.
- Ability to think on their feet and react quickly under changing circumstances.
- Familiarity with, and/or strong commitment to learn about Nevada State and Federal land management policies.
- Persuasive, professional, and effective communicator with excellent written and verbal communication skills.
- Collaborative, action-oriented, adaptable, and desire to learn.
- Must be available to attend events, tours and programs.
- Proficient in G-Suite and Donor Management Software

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This is a full-time position for a nine month duration over the 2023 season and is a renewing contract. Compensation for the position will be based on qualifications and experience, in the range of \$24-26 hourly rate DOE. Please submit a resume and cover letter to stacey@blackrockdesert.org. Position is open until filled.



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Note: The information contained in this document describes the general nature, purpose, responsibilities, duties, skills, abilities, and workload of employees in the job described; however, in no way constitutes a complete list of those that may be required. In addition, this does not constitute an employment contract and may be changed at any time.
