



Operations Manager, Sustainable Westchester

Sustainable Westchester, a leading environmental nonprofit organization in Westchester County, serves our forty-five member municipalities as we help the County achieve New York State's ambitious climate and environmental goals. We create and implement socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient, sustainable communities.

Sustainable Westchester seeks a collaborative and resourceful Operations Manager to join our team. The Operations Manager plays a critical role in the organization and is responsible for the operational business functions of Sustainable Westchester, directing the flow of related activities pursuant to the organization's mission, policies, and goals to ensure an efficient, safe, sustainable working environment.

Key Responsibilities

- Human Resources (talent acquisition, retention, and development)
- Facilities Management and Purchasing and Vendor Relations

The Operations Manager reports directly to the Executive Director of Sustainable Westchester and is also responsive to the Board of Directors, as requested.

Essential Duties

Overall/General

- Coordinate Staff Meetings, Board Meetings, and support planning Annual Members Meeting.
- Oversee submission by Program Directors of annual budgets, and operating plans.

Human Resources

Develop and implement systems and procedures for managing all of the functions involved in recruiting, candidate screening, onboarding, payroll, benefits, retention, off-boarding.

- Manage the talent acquisition process: develop and implement recruitment strategies, candidate screening and hiring for employees and interns.
- In consultation with the Executive Director, create and oversee employee review process.
- Staff retention and enrichment: Develop / research trainings or other professional development resources for staff enrichment and professional growth.
- Identify gaps and strengthen organizational capability regarding diversity, inclusion, belonging and racial equity practices and lead the development of policies and practices to attract, retain and promote a diverse workforce that is reflective of Westchester County.
- Oversee and manage payroll vendors.
- Ensure that human resources laws and regulations are reflected in organization policies and practices.
- Oversee hybrid work protocols and ensure best practices for staff-wide operation.

Facilities Management and Purchasing / Vendor Relations

Evaluate and maintain physical space for optimal operating conditions: comfort, safety, security, efficiency, environmental sustainability & productivity.

- Develop and maintain working relationship with landlord and oversee improvements and maintenance. Plan for expansion or reduction of space as needed.
- Perform inspection of physical facilities ensuring standards for working conditions are maintained (OSHA requirements, comfort, security etc).
- Manage vendor relationships, track contracts.
- Review and maintain insurance coverage and report any/all incidents for potential claims.

- Ensure materials/supplies required for office functioning are maintained, well stocked and that office is kept clean and organized.
- Order recommended and approved hardware and software.

Collaborative Outreach (occasional, as needed basis)

Under direction of Dir of Marketing with approval from Executive Director, assist with staffing in for successful organizational meetings, and community events.

- Perform outreach (when needed), engage with municipalities, stakeholders, sustainability committees, community members, as needed.
- Foster and maintain relationships with the local businesses, elected officials and key community stakeholders in all municipalities, regularly updating progress and responding to questions and concerns where appropriate.

Job Details

- **Job Type:** Full-time, in person.
- **Benefits:** Sustainable Westchester provides excellent benefits including generous vacation and paid time off, health, vision and dental insurance and 401K contributions.
- **Travel:** Local travel (Westchester) occasionally required for this position.
- **Schedule:** Monday to Friday, 9am - 5pm. Occasional evening and weekend meetings (average once/month) with notice.
- To keep the entire staff safe, proof of up to date Covid-19 vaccination is required.

Qualifications

- Undergraduate degree.
- 5+ years of high-performance experience in operations with expertise in Human Resources.

Knowledge and Skills

- Demonstrated proficiency with systems thinking translated into decisive action and execution – the ability to assess a process, improve it, and implement it.
- Excellent written and verbal communication skills.
- Strong project management skills with the ability to manage multiple projects and the desire to bring structure to undefined priorities or areas of work.
- Demonstrated ability to plan and prioritize tasks in a self-directed work environment and maintain high levels of productivity without direct supervision.
- Familiar with software platforms to create systems to track and monitor a variety of inputs such as those related to contracts and awards, project management, staff performance etc.
- Demonstrates a growth mindset and is comfortable with self-reflection.

How to Apply

Interested candidates should send a resume and cover letter to HR@SustainableWestchester.org with “Operations Manager” in the subject.

Sustainable Westchester values the benefits of a diverse workforce. We do not discriminate in hiring or employment on the basis of race, color, creed, religion or belief, national or ethnic origin, citizenship status, marital or domestic partnership status, sexual orientation, sex, gender identity or expression, age, disability, military or veteran status, or any other characteristic protected by federal, state, or local law. **Westchester residents are encouraged to apply.**