



The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values - they drive everything we do.

Operations Manager

About Ithaca Children's Garden

The mission of Ithaca Children's Garden (ICG) is to connect children to nature to create a more beautiful, resilient, and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world. Ithaca Children's Garden is committed to providing inclusive programming where all children feel welcomed and a sense of belonging.

Position Summary

The Operations Manager performs and/or supervises all financial and administrative aspects of ICG activities. They provide key support to program and development activities, including budgeting, reporting, procurement, and human resource management. This position reports to the Executive Director, supervises staff, interns, and volunteers, and works closely with the Development and Education Departments. Attention to detail, financial and data management fluency, and excellence in communication and organization are essential to success.

The Operations Manager is a full-time (35 hrs/wk), permanent position. Compensation for this position starts at \$22/hour and is based on experience. The position is benefits-eligible. Benefits include health insurance, paid time off, flexible scheduling, remote work opportunities, and other limited benefits.

The work culture is highly dedicated, supportive, and collaborative, and 2-4 weeks of focused onboarding and training are provided, along with a tailored continuing professional development plan. Candidates with diverse backgrounds are strongly encouraged to apply.

Job Functions & Responsibilities

The Operations Manager will be responsible for financial and human resource management as well as leading the administrative staff team.

Financial Management

- Ensure accurate and timely financial reporting and tax filings, both internal and external
- Supervise bookkeeping and accounting functions

- Assist with grants management: contracts, budgeting, and reporting
- Oversee accounts receivable and accounts payable activity
- Organize and guide the annual budgeting process

Human Resource Management

- Manage payroll and benefits for all ICG staff
- Oversee hiring and employee onboarding
- Manage benefit packages and insurance plans

Administrative Coordination

- Coordinate and manage operational and administrative activities
- Support office functions for other departments
- Manage IT infrastructure and accounts
- Supervise work study and volunteer administrative staff
- Collaborate on the creation and implementation of Standard Operating Procedures for recordkeeping across departments.

Additional Leadership and Additional Support Roles

- Provide support to other team members
- Provide support for colleagues in the use of IT systems

Supervision

The Operations Manager directly supervises the part-time Bookkeeper position.

Experience and Skills

The Operations Manager will be a highly motivated self-starter with at least two years of related work experience.

The ideal candidate for this position will possess the following:

Essential qualities and attributes:

- Experienced and fluent with accounting software (Quickbooks) and records management.
- Advanced knowledge of Google Sheets and the Google suite of applications.
- Excellent organizational skills, including the ability to prioritize and manage multiple tasks with minimal supervision, meet deadlines, and use logic and analysis to troubleshoot problems.
- Ability to work autonomously and produce deliverables with a high degree of attention to detail and accuracy
- Strong written and oral communication skills
- Ability to work collaboratively and effectively with a diverse team

- Capacity to manage multiple projects and assignments with competing deadlines
- Willingness to work occasional evenings and weekends (with notice).
- Culture-and mission-driven - passionate about ICG and supporting opportunities for all children to connect with nature.
- Commitment to anti-racism, supporting ICG in its goal to be an inclusive and multicultural organization and authentically welcoming all.

To Apply

Please email your resume and cover letter to erin@ithacachildrensgarden.org with “Operations Manager” in the subject line. Cover letters can be addressed to Erin Marteau, Interim Executive Director.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position and your interest in working with Ithaca Children’s Garden, and be prepared to discuss your commitment to anti-racism, equity, inclusion, and access.

If you require any assistance or special accommodations to successfully submit your application, please contact us so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

What to expect once you apply

Our team is ICG’s greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. We know interviews can be awkward interactions that don’t always help candidates shine; we also know that the skills for a successful interview are not necessarily congruent with the skills needed to shine in the job. So, we share with you here what to expect so all applicants have an opportunity to prepare themselves for the most successful interview possible. We hope having this outline will help put you at ease through the selection process.

Application & Interview process

We appreciate when candidates become familiar with ICG’s mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrensgarden.org/about-icg/#meet-icg>.