

Director of Foundation Operations

The Roundhouse Foundation

Title: Director of Foundation Operations

Status: Full-Time; Exempt

Hours: Monday-Friday; 8:30am – 5pm; occasional nights and weekends

Reports to: Executive Director

About the Foundation

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal artist in residence program. The vision of the PMRCCA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

The Director of Operations works in close partnership with the Executive Director, providing organizational leadership and support for teams critical to the successful daily operation of the Foundation. The Director of Operations oversees the Foundation's business operations including accounting, cash management, and banking relationships. In addition, this position oversees foundation technology as well as human resources. They will also provide support to the staff, Trustees, Finance Committee and Investment Team partners as directed, assisting with implementation of the mission, vision, and strategies of the Foundation.

Essential Duties and Responsibilities:

- Manage the daily operations of the Human Resource, Information Technology, Communication and Finance Teams.
- Hire and onboard approved positions; develop policies/procedures and build collaborative teams.
- Serve as a liaison with outside partners/vendors including legal consultants, CPA/tax accountants, banking relationships, payroll and IT service providers.
- Provide management oversight for the operations budget, payroll, accounts payable and receivable.
- Provide oversight and review the monthly/quarterly financial reports with the Executive Director.
- Provide financial and operational decision-making support including resource information for the Executive Director and Trustees.
- Provide grant management support/tracking and work collaboratively with the staff accountant to monitor distribution requirements.

- Assist the CPA firm with tax preparation, returns and audits.
- Serve as a liaison and resource for the Foundation's Investment Team at the direction of the Executive Director.
- Serve as the Records Custodian of Foundation for personnel files and trust documents.
- Biannual review and evaluation of Roundhouse Foundation policies and procedures and provide recommendations to the Executive Director and Trustees for improvement.
- Provide leadership and support for special projects and other tasks as directed.
- Serve as a liaison and financial resource for the Foundation's Investment Team with the Executive Director.
- Support the PMRCAA Director of Ranch Operations as required
- Other duties as directed.

Minimum Qualifications

- Bachelor's Degree in business administration, finance, or a related field.
- Minimum 5+ years prior experience in operations management.
- Experience working or volunteering with non-profits.
- Exceptional organizational skills; critical thinker and natural networker.
- Demonstrated competence with financial reports and management strategies.
- Results oriented with a demonstrated ability to problem solve collaboratively and independently.
- Exceptional verbal/written communication skills.
- Demonstrated competence in all aspects of financial management and technical applications.
- Deep understanding of computer programs, including QuickBooks and Google Suite.
- Ability to work independently as well as successfully lead a small team in diverse functions coupled with supervising staff members.
- Exceptional interpersonal and relationship-building skills.
- Personal qualities: integrity, confidentiality and a commitment to the Foundation's mission and values.

Preferred Qualifications

- Master's Degree in Business Administration, Finance or Related field
- 2-3 years' experience Human Resource Management
- Demonstrated experience with grant reporting and support.
- Relationships with communities in rural Oregon.
- Lived rural experience.
- Multi-Lingual, Spanish preferred.

Compensation

This is an exempt full-time employee position. Position compensation is \$80,000-\$105,000/annually DOE. Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan. Relocation stipend may be available for this position.

Background Check

Employment is contingent upon successful completion of a pre-employment drug screening, background and driving record check.

Drug Testing

All employees may be subject to reasonable suspicion drug and alcohol testing.

Nondiscrimination Statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.