



JOB TITLE	Director of Operations		
REPORTS TO	President & CEO		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

The Peregrine Fund protects the earth’s 550+ species of raptors, partnering with local people on five continents to inspire action and preserve essential habitat. Support comes from donors, corporations, and government grants. We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide.

Today we:

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage all ages with environmental education
- Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a comprehensive benefits program that is among the best among our peer institutions. This includes a 403(b) retirement program as well as health, dental, vision, life, and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before the final offer of employment is made.

POSITION SUMMARY

The director is part of the operations management team and oversees the organization's daily operations, including managing administrative team members and functions, technology, infrastructure, and implementation. The director also supports the President & CEO, and the other board of directors, in contributing to long-term organizational planning to ensure the organization achieves its objectives.

ESSENTIAL FUNCTIONS

Contributing to the development, implementation, and monitoring of annual budgets and managing the process for annual and long-term planning, including monitoring progress. The director will be involved in board engagement relative to committee actions and progress, working with the president and accountant, and making financial

commitments to achieve fiscal goals. They will provide assistance to all levels of team members, provide guidance on office policies and procedures, and achieve outlined organizational goals. The director analyzes factual information to achieve results, improves workflow, and solves problems using systems and resources in a broadly effective fashion. The director provides advice, recommendations, and training related to the functional activities managed. The director contributes to the development of documentation, modifying processes, and participates in the enhancement of systems used organization-wide. The Director of Operations works closely with team members, board members, donors, vendors, public agencies, and professionals. They manage and direct diverse tasks, analyze and evaluate situations and alternatives, project outcomes, and implement solutions to improve effectiveness.

RESPONSIBILITIES AND SCOPE

- Act collaboratively with executive leadership within program goals to prioritize tasks and exercise independent judgment to identify and solve problems
- Serve in a decision-making role that may bind the organization legally or financially
- Adhere to the organization's policies and standards, and ensure that laws and regulations are being followed
- Develop, implement, and monitor day-to-day operational systems and processes to provide visibility into the goals, progress, and obstacles of key initiatives
- Draw on relationships with department heads, external partners, and vendors to make decisions regarding operational activity and strategic goals
- Plan, monitor, and analyze key metrics for day-to-day operations to ensure efficient and timely completion of tasks
- Work closely with Human Resources to lead the team with integrity and to establish and maintain a trusting, inclusive, and productive environment
- Collaborate with finance and development leadership to ensure funds are managed according to donor intent
- Develop and monitor the administration budget
- Support the board of directors through the President and CEO by managing communications, scheduling, and meeting logistics (may include taking minutes at meetings)

- Work with senior financial officer (Accountant) to manage public funds, ensure verity, and manage reporting
- Review contracts and coordinate contracts and reviews of relevant financial commitments with legal counsel
- Maintain confidentiality of frequently sensitive information
- Collaborates across departments to develop and implement a company-wide strategy for IT
- May participate in complex negotiations
- Light travel may be required
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration or relevant field
- 7-10 years related experience
- 5+ years of senior management experience
- Experience managing and implementing multiple projects
- Excellent written/verbal communication and presentation skills, in group and 1:1 format
- Strong finance/accounting understanding, including developing and administering department budget
- Experience negotiating agreements
- Experience analyzing and interpreting data
- Proven excellence in leadership - managing relationships with team members, interns, and/or volunteers
- Experience working across departments and with diverse personalities in various roles

PREFERRED QUALIFICATIONS

- Advanced degree in nonprofit management, business administration, or similar
- Experience implementing and managing information technology systems
- Demonstrated ability to manage and implement complex processes
- Experience in nonprofit management or organizational development
- Proficient in interpreting guidelines and manipulating, analyzing, and interpreting data
- Experience implementing strategic project goals
- Advanced experience in human relations; cross-cultural and multilingual skills
- Experience working with government financial awards

WORKING CONDITIONS

Most of the work performed in this position will be in a professional office; off-site conditions vary and involve commercial airline travel, navigating and driving in unfamiliar locations, and overnights in various hotel accommodations. Flexible work schedules outside of normal operating hours and days are sometimes required.

COMPENSATION

- Base salary \$65,000 to \$95,000 - Depends on experience.

TO APPLY

Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Please name the file "LastName_FirstName_Director of Operations" and include the job title you are applying for in the subject line.