



Operations Manager Sanctuary One Job Description

Position Title: Operations Manager

Reports To: Executive Director

FLSA Status: Exempt, Permanent, Part-time

Category: Non-Resident Employee

Summary:

The Operations Manager at Sanctuary One is responsible for managing the daily operations of the Sanctuary. This role involves developing and executing operations to meet both short-term and long-term goals, while also ensuring the implementation and monitoring of safety practices across all activities.

Key Responsibilities:

- **Farm and Property Management:** Oversee all aspects of property development and farm operations, including new construction, repairs, maintenance, irrigation, fencing, and hay production.
- **Equipment and Vehicle Maintenance:** Ensure the proper upkeep and repair of farm equipment, tools, and vehicles.
- **Budgeting and Expense Monitoring:** Partner with the Executive Director to develop the annual budget for farm operations and monitor expenses to ensure efficient financial management.
- **Maintenance Planning:** Create and implement short-term and long-term maintenance strategies for the farm and property.

Secondary Duties and Responsibilities:

- **Animal Care Support:** Assist with animal care tasks as needed, including daily animal chores.
- **Garden Management:** Provide support in managing and maintaining the garden.
- **Risk Management & Safety:** Oversee risk management activities. Serve as the organization's safety officer and ensure compliance with all safety regulations, work rules, policies, and procedures.
- **Professional Development:** Stay current in all position responsibilities by engaging in self-directed professional reading, building relationships with community professionals, attending relevant development courses, and completing any required training.
- **Intern and Volunteer Support:** Aid in the cultivation, training, and mentorship of interns and volunteers.
- **Public Engagement:** Assist with public tours and service-learning groups, including those from local schools, churches, and other organizations.



- **Policy Development:** Contribute to the creation and maintenance of farm management policies and procedures, recommending updates or changes as necessary.
- **Administrative Support:** As a team player, handle general administrative duties such as email correspondence, phone calls, greeting guests, and processing paperwork.
- **Reporting and Analysis:** Collect, analyze, and present data and reports as needed.
- **Meeting Participation:** Attend meetings and participate as requested.
- **Staff Support:** Provide backup support to other staff positions when required.
- **Other Duties:** Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One.
- Knowledge of organic farming, hay production, carpentry, and basic mechanical, electrical, and plumbing tasks.
- Ability to safely operate farming equipment and trailers.
- Physical stamina to perform labor in various weather conditions.
- Strong teamwork and communication skills; ability to follow instructions and perform basic math.
- Proficiency in computer applications (Excel, Word, email, internet, etc.).
- Flexibility, dependability, and strong organizational skills.
- Ability to collect, maintain, and analyze data.
- Ability to work independently and lift 40+ pounds.

Education, Experience and Licensure

- Bachelor Degree in related field or 3 years of on the job training.
- Prior farm operation experience.
- A minimum of 2 years computer experience.
- Valid driver's license.
- Ability to pass a background check

Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.