



Director of Operations

Job Description

December 2025

Position Title: Director of Operations
Position Status: Full-time/Salaried/Exempt, 40 hours per week
Location: Greenwich, NY; periodic remote work possible
Reports to: Executive Director

The Agricultural Stewardship Association (ASA) is a community-supported, nonprofit conservation organization that endeavors to protect our community's working farms and forests, connect people to the land, and promote a vibrant future for agriculture and forestry in our region. Since its inception in 1990, ASA has assisted with the protection of 183 properties totaling 33,600 acres in Washington and Rensselaer counties. ASA also engages in various outreach and educational programming to foster an appreciation for working landscapes and promote farm viability. The organization is governed by a board of directors and currently has 9 dedicated staff members.

General Position Summary:

The Director of Operations is a full-time position responsible for advancing ASA's administrative operations, fiscal responsibility, and human resources management. The position also provides essential support for the day-to-day operations of the organization. This is a leadership position providing key internal support to run an effective and efficient growing organization, so it can accomplish its goals and objectives, while minimizing the time spent by the Executive Director on administrative duties.

Essential Functions:

Financial Management

- In coordination with the Executive Director, lead the annual budget process.
- Ensure annual operations align with approved budgets and assist with financial compliance and tracking actual performance versus budget during the year. Ensure that financial data and cash flow are steady and support operational requirements.
- Prepare program and grant budgets, as needed, and provide periodic budget updates to applicable staff on grants and programs being implemented.
- Together with the bookkeeper, oversee the processing of all accounts payable and accounts receivable and track all income.
- Code invoices for bookkeeper and review detailed monthly Profit and Loss statements with Executive Director for accuracy.
- Oversee and facilitate the annual audit process to ensure a timely and clean audit; serve as liaison for external auditors and the Audit Committee; keep abreast of the latest accounting principles and practice; provide documentation for IRS Form 990 tax filing.
- Keep the financial procedures manual up to date and ensure sound operational fiscal measures

are in place and being adhered to by staff, board and the bookkeeper.

- Oversee financial information processing; ensures proper handling of donations and grants in coordination with bookkeeper and Executive Director. Ensure that tracking and monitoring of grant submissions, awards, and reports occur. Work with staff in grant processing and payment requests.
- Prepare accurate and timely financial and investment reports for the Executive Director, the Finance and Investment Committee, and the Board of Directors for board meetings and as requested.
- Serve as liaison for any financial advisors overseeing ASA investments.
- Maintain office-wide accounts, such as for purchasing and technology.
- Oversee use of office petty cash and organizations' credit card protocols.
- Support and assist overall business development efforts of a growing organization.
- Work with the bookkeeper to reconcile bank accounts and fundraising record with accounting data and provide reports to the Executive Director (ED) each month.
- Together with the bookkeeper, maintain a highly organized filing system for invoices, payroll paperwork, reimbursements, insurance information, and other financial records. Prepare financial records more than 3 years old to off-site archival storage facility.

Human Resources and Operation Management

- Serve as the human resources manager for the organization to ensure compliance with state and federal laws; update and maintain the Personnel Handbook; handle onboarding and offboarding of employees; administer employee benefits; review and approve staff timesheets and expense reports; coordinates annual performance review process for all staff with appropriate supervisor and in coordination with the Executive Director.
- Oversee all aspects of appropriate, affordable insurance coverage for the organization.
- Supervises staff, as assigned, and conducts performance reviews to ensure employees are well-trained, high-functioning, and supported.
- Ensure organization is complying with local, state, and federal laws and regulations as it applies to ASA and nonprofit organizations.
- Assists organization in complying with Land Trust Standards and Practices; facilitates the Land Trust Accreditation renewal process for the organization.
- Serves as primary point of contact for business-related vendors and office property.
- Work with consultant IT company to ensure IT systems are secure, compatible, integrated, and aligned with current and projected needs.
- Ensures adherence by staff to organizational policies and procedures.
- Maintain organizational and recordkeeping policies, draft new policies and procedures, as needed, and ensure policies and procedures are reviewed by staff and board on appropriate schedules.
- Works with the Executive Director to maintain and enhance a culture of appreciation both externally and internally. Support professional development plans for all employees.
- Ensure there is staff cross-training to maintain an effective workflow during employee absences.
- Oversee effective strategies to address risk management and planning, including drafting and updating applicable policies, procedures and protocols.
- Provide office management responsibilities including maintaining inventory and oversee ordering of office supplies and organizational literature, and conducting research and tracking prices for supplies and equipment.

Executive Director and Board Assistance

- Serve as second in command for staff and in charge while ED is out of the area on overnight ASA functions or while on vacation/extended leave.
- Serve as the staff liaison for the Finance & Investment Committee and Governance and Audit Committee; assist with other board committees, as assigned or requested. Assist with new board member orientation.
- Attend ASA board meetings and board committees, as assigned.
- Perform special projects, research and tasks and attend meetings on behalf of ED or organization, as assigned.

Key Qualifications:

- Bachelor's degree or a combination of education and work experience in business management, finance, accounting, human resources management, nonprofit management or similar field.
- Minimum 8 years experience in relevant office administration, finance, or human resources management role with at least 5 years of direct experience with supervising staff/office and at least 3 years of direct responsibility of financial oversight for an organization or company.
- Demonstrated skills, knowledge and experience of funding accounting.
- Highly proficient with Quickbooks (if applied to nonprofit management, a plus).
- Experienced with financial forecasting and cash flow monitoring.
- Proficient with Windows, Microsoft Office and Google Suites; demonstrated high aptitude with Excel.
- Practical knowledge of employment regulations as the state and federal level.
- Knowledge of donor management software, a plus.

Attributes:

- Strong mathematical, analytical, and communication skills (both verbally and in writing).
- Exceptionally organized and detail-oriented.
- Ability to work on multiple tasks with interruptions in an energetic environment. Work well under pressure.
- Record of integrity, discretion, and ethical decision-making.
- Be a self-starter and self-motivated; work well individually and as part of a team.
- Demonstrate professionalism and tact in communication with a diversity of individuals and maintain cooperative and effective working relations internally and externally.
- Demonstrate sensitivity to, and respect for, diversity, equity and inclusion.
- A sense of humor and easy going.
- Must be aligned with ASA's mission and be committed to all forms of local agriculture that provides food on the table, protection of natural resources, and affords dignified livelihoods to community members while addressing pressing problems of climate change, agricultural viability, and food security.

Work Condition Requirements: Be at ASA's office typically 9-5 Monday through Friday with ability to flex time and the occasional ability to work remotely. This position requires the ability to sit at a computer for long periods of time, high volume of keyboarding, bending and reaching to access file cabinets, and occasional lifting of items up to 30 pounds. Must be able to travel occasionally for conferences, meetings, and site visits, and work occasional evenings and weekends for board-related meetings, fundraisers, programs, and workload needs.

Compensation and Benefits: \$70K-\$85K depending on experience and qualifications. Should a suitable director-level candidate not be identified, ASA may offer a candidate an Operations Manager position for \$60K-\$70K with a path to advancement. ASA offers health, dental, vision, and life insurance; Cafeteria plan for dependent care and health care reimbursements, retirement contributions, paid vacation, sick and holiday time.

How to Apply: Email resume and cover letter to hello@agstewardship.org with “Director of Operations” in the subject line, or mail to Agricultural Stewardship Association, 2531 State Route 40, Greenwich, NY 12834. No phone calls, no walk-ins, no recruiters. Position is open until filled.

Additional Information: Candidates must be prepared to provide at least three professional references and undergo a background check.

ASA is an equal opportunity employer and is committed to enhancing diversity, equity, and inclusion in our organization and in land conservation. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.