



Community Programs Operations Manager

Big Sur Land Trust (BSLT) is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. Founded in 1978, our legacy includes conserving over 45,000 acres and increasing access to public parklands throughout Monterey County. Our work promotes:

- **Healthy Lands:** Conserving and caring for the magnificent natural landscapes, habitats and waterways of our region to ensure a sustainable future.
- **Healthy People:** Providing opportunities for all who live in and visit Monterey County to experience the healthful benefits associated with access to parks and open spaces, fresh food, clean air and water, and a deep connection to nature.
- **Healthy Communities:** Engaging in partnerships where conservation and civic participation increase community vitality, economic prosperity and social equity.

Job Detail	
Job Title:	Community Programs Operations Manager
Location:	In Office - Monterey, CA
Exemption	
Status:	Exempt
FTE:	Full Time
Reports to:	Vice President – Community Programs
EEO:	<i>The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.</i>

Job Duties	
General Description:	The Community Programs Operations Manager plays a central role in strengthening and scaling Big Sur Land Trust’s community-facing programs by leading operational systems, grant compliance, and program data infrastructure. This position ensures that grant-funded programs are implemented with fidelity, data systems support accountability and learning, and Community Programs staff have the tools and processes needed to manage growth responsibly in alignment with the Strategic Plan. Focused primarily on operations, grants, and data management rather than direct program delivery, this role also provides project management support for cross-functional community engagement initiatives, coordinating timelines, deliverables, and internal contributors while senior leadership maintains strategy and external relationships. Project examples include the creation of data dashboards, standardization of program systems, coordination of grant deliverables, and strengthening of cross-departmental workflows for clear ownership of work.
Examples of Primary Duties:	<p>Program Operations, Systems & Project Management</p> <ul style="list-style-type: none"> • Coordinate operational systems, workflows, and timelines across Community Programs • Manage program calendars and systems supporting registration, waivers, participant communications, and evaluation • Develop and maintain standard operating procedures to ensure consistency and continuity • Ensure programs align with organizational policies, risk management protocols, and funder requirements

	<ul style="list-style-type: none"> • Provide project management support for cross-functional community engagement initiatives, including development of work plans, timelines, and internal coordination • Track project milestones, deliverables, budgets, and risks, and proactively surface issues or decision points to VP of Community Programs. • Support programmatic coverage in the field, if operational need arises. <p>Grant Management & Compliance</p> <ul style="list-style-type: none"> • Support implementation of grant-funded programs in alignment with approved scopes of work, budgets, and timelines • Ensure grant-funded community engagement projects are implemented in alignment with approved scopes, timelines, and reporting requirements • Track grant deliverables, outputs, and outcomes across multiple funding sources • Maintain grant documentation, including attendance records, evaluations, narratives, and supporting materials • Coordinate internal data collection and reporting timelines for interim and final grant reports • Collaborate with the Community Programs VP and Development staff on grant proposals, renewals, and reporting • Monitor grant compliance and proactively flag risks related to capacity, timelines, or reporting requirements <p>Data Management, Evaluation & Reporting</p> <ul style="list-style-type: none"> • Lead the development, implementation, and maintenance of data tracking systems for Community Programs • Establish standardized data collection protocols to ensure consistency, accuracy, and equity • Maintain databases, dashboards, and trackers to monitor participation, demographics, outputs, and outcomes in alignment with the Strategic Plan • Analyze program data to identify trends, gaps, and opportunities for improvement and growth • Translate data into clear summaries, visuals, and narratives for internal reporting, decision-making, and funder communications • Train and support Community Programs staff in data collection tools, practices, and evaluation processes • Partner with Development and Finance teams to support reporting, evaluation, and long-term funding strategy
<p>Other Duties and Accountabilities as Assigned:</p>	<ul style="list-style-type: none"> • Contribute to a collaborative, mission-driven team culture grounded in equity, inclusion, and community access • Support cross-departmental/organization-wide efforts, as needed. <p><i>This job description is intended to describe the general nature and level of work being performed. It is not meant to be construed as an all-inclusive list of responsibilities, duties and skills required by this job classification.</i></p>

Organizational Culture and Values:	<p>This position is responsible for achieving the following:</p> <ul style="list-style-type: none"> • Mission-Driven: <i>This position advances Big Sur Land Trust’s mission by strengthening operational, grant, and data systems that support sustainable program growth and expanded community access to land and nature.</i> • Teamwork and Collaboration: <i>This position is highly collaborative, within the Community Programs team and cross-departmentally. Teamwork, adaptability, and effective communication are essential to building trust and successfully supporting programming.</i> • Impact and Purpose: <i>This position provides the operational, grant, and data infrastructure that allows Big Sur Land Trust to responsibly steward funding, demonstrate impact, and expand community access to land and nature. By strengthening systems and evaluation, this role supports accountability and sustainable program growth.</i>
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Qualifications

Knowledge and Skills	<p>Required</p> <ul style="list-style-type: none"> • 3+ years of related experience (nonprofit, education, youth programs, environmental work, public health, or similar fields). We welcome strong operational candidates from adjacent sectors • Demonstrated experience supporting grant compliance, reporting, and deliverable tracking • Experience developing or managing program data tracking systems • Strong project management and organizational skills with high attention to detail • Ability to manage multiple programs, grants, and deadlines simultaneously • High proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Outlook) • Familiarity with Salesforce, online registration platforms, survey tools, and grant tracking systems • Strong written and verbal communication skills • Demonstrated commitment to equity, inclusion, and expanding access to nature and open space <p>Preferred</p> <ul style="list-style-type: none"> • Bachelor’s degree in a related field or equivalent relevant experience • Experience with land trusts, parks, environmental nonprofits, or youth-serving organizations • Experience with public or foundation grants (state, federal, or private) • Bilingual (Spanish) or multilingual skills relevant to the communities served • Familiarity with Monterey County and surrounding communities
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Physical/Mental Work Demands	<ul style="list-style-type: none"> • While performing the duties of this job, the employee may be required to be active, including standing, walking, hiking, bending, kneeling, stooping, crouching, crawling, and climbing on varied terrain. • Occasional evening or weekend work may be required based on program implementation and reporting timelines. • The employee may occasionally lift and/or move items over 30 pounds safely. • This position requires working in a variety of outdoor settings and weather conditions. • While performing the duties of this job, the employee may be required to sit at a desk or computer workstation, climb, push, pull, and occasionally move equipment. The noise level in the work environment is usually moderate.
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Compensation & Benefits: The salary range is \$83k to \$87k, based on experience and qualifications. BSLT offers a competitive benefits package that includes comprehensive health coverage (medical, dental, and vision), life insurance, 403(b) contributions, HSA contributions, and an Employee Assistance Program. Employees also receive paid holidays, vacations, and 40 hours of paid sick leave annually. This position offers ongoing professional development opportunities, including training in grant management, data systems, resilience initiatives, and other learning resources that support long-term career growth.

Employment is contingent upon the successful completion of a background check. In compliance with the California Fair Chance Act, background checks are conducted only after a conditional offer of employment and are evaluated fairly and individually, consistent with applicable laws.

How to Apply: The following items are required to be considered for the position:

- Your resume, along with three relevant professional references.
- A letter of interest that addresses qualification requirements, notes availability to start.
- A 2–3 page writing sample that demonstrates your ability to translate complex work into organized, accessible written materials. Examples may include a redacted SOP, grant narrative, process document, operations plan, or internal memo. The sample should be your original work; please remove any confidential information.

Please email the above information in a PDF packet to employment@bigsurlandtrust.org, with the position you are applying for in the subject line. Incomplete or unqualified applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be pre-screened and scheduled for interviews. No calls, please.

Recruitment Schedule: Preliminary screening calls will begin on the 3rd week of March, with the first round of interviews to be scheduled in mid-April. The position will remain open until filled.

For more information about Big Sur Land Trust, please visit www.bigsurlandtrust.org