



Operations Manager

Remote · Alliance for Wildfire Resilience · Full time

United States

OVERVIEW APPLICATION

Description

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About the Alliance for Wildfire Resilience

The **Alliance for Wildfire Resilience (AWR)** is working to achieve meaningful and durable policy change to lessen the negative impacts of wildfire both today and tomorrow. AWR works with the broader wildland fire community to advance policy change and foster systemic solutions to the growing wildfire crisis.

AWR is a collaboration of AWR Research and AWR Action. AWR Research, a fiscally sponsored project of the 501c3 Resources Legacy Fund (RLF), provides public education regarding the mission and recommendations of the Commission, as well as nonpartisan research, analysis, and public education on additional policy solutions to America's worsening wildland fire crisis. AWR Action, a fiscally sponsored project of the 501c4 Fund for a Better Future (FBF), advocates for wildfire policy reforms through coalition building, strategic communications, and engagement with decisionmakers.

Resources Legacy Fund (RLF) delivers transformative outcomes for our planet and its people through trusted partnerships and creative campaigns. Rooted in California and expanding across Western North America and beyond, we have a 25-year track record of supporting initiatives at every scale. We host fiscally sponsored projects that reach across the globe, reinforcing the efforts of change makers worldwide. To learn more about Resources Legacy Fund, visit <https://resourceslegacyfund.org>.

About the Opportunity

AWR is seeking a highly organized and motivated **Operations Manager** to support the operations, administration, and growth of our expanding and dynamic organization. This position will play a critical role in ensuring the smooth day-to-day functioning of the organization and support AWR's effective management, sustainability, and growth.

The ideal candidate is detail-oriented, proactive, and comfortable balancing multiple priorities in a fast-paced nonprofit environment. They should have experience in nonprofit operations, financial oversight, and team coordination. Ideally, the successful candidate has an understanding of the unique needs of organizations with both charitable and advocacy arms. The Operations Manager will work closely with the Managing Directors and will support program execution, organizational development, and fundraising.

The successful candidate will be adept at navigating periods of organizational growth, development of efficient and effective organization-wide systems, and grant management and reporting. This is a full-time, exempt position. This position is fully remote, though 1-2 trips of 3-5 days each may be required annually.

Key Responsibilities

Organizational Administration (35% FTE)

- Develop and maintain organizational policies, systems, and procedures that support growth and efficiency.
- Support the Managing Directors with governance, meeting preparation, and follow-up.
- Manage vendor, contractor, and partner relationships.
- Support recruitment and onboarding of a growing team.
- Communicate fiscal sponsor human resources policies to staff.

Finance, Accounting & Fundraising Support (50% FTE)

- Work in coordination with the fiscal sponsor (RLF) to track budgets, grants, and expenses.
- Work in coordination with the fiscal sponsor (FBF) to track lobbying compliance.
- Monitor and complete grant and donor reporting requirements and deadlines, overseeing grant management, reporting, and development systems.
- Support budget forecasting and financial reporting, ensuring accurate budget structures are used in proposal development.
- Partner with Managing Directors on donor cultivation and stewardship.
- Support fundraising campaigns and execute tasks as agreed to by the leadership team.

Program & Advocacy Support (15% FTE)

- Coordinate logistics for meetings, events, and partner convenings.
- Support cross-team coordination to ensure smooth delivery of programs and advocacy campaigns.
- Oversee internal communications and knowledge management systems.
- Support special projects on behalf of the Managing Directors.

Qualifications

Note: These qualifications are guidelines, not hard and fast rules, so if you have 75% of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

Desired Skills:

- Excellent organizational, financial, and project management skills.
- Adaptable and flexible, while maintaining focus on both details and deadlines.
- Experience supervising staff and managing organizational systems.
- Familiarity with budgeting and accounting processes.
- Strong written and verbal communication skills.
- Proficiency with digital collaboration tools (Google Workspace, CRM systems, project management software).

Preferred Qualifications

- Bachelor's degree in nonprofit management, public administration, business administration, accounting or related field.
- Minimum 3-5 years of experience in accounting, nonprofit operations, organizational management, or related field.
- Strong understanding of nonprofit compliance, including 501(c)(3) and 501(c)(4) distinctions.

Commitment to Non-Discrimination

We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from all backgrounds. We believe that a welcoming culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world.

Compensation & Benefits

Salary Range: \$95,000 – \$110,000 annually, commensurate with experience.

We have an alternate Fridays off work schedule (employees work 40 hours one week, 32 hours the next week). The position has a comprehensive benefit package including medical, dental, and vision insurance, 401k plan with a 5% match, and generous paid time

off. Benefits also include a technology allowance, student loan repayment assistance, the Calm app, mental health benefits and approximately 17 paid holidays per year.

How to Apply

Please submit a resume and cover letter. The application period is open through October 31, 2025.

RLF participates in E-Verify, potential candidates can review the information [here](#) and [here](#).

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