Position Title: Director of Operations
Schedule: Full-time exempt (40 hours per week) with a hybrid work arrangement requiring three days in the office and occasional weekend availability.
Location: Flagstaff, AZ; Travel across the Hopi and Diné (Navajo) Nations is required.
Supervisor: Executive Director
Compensation: The annual salary range for this position is $110,000-$145,000 depending on experience, qualifications, and relevant skills.
How to Apply: Please email your resume and cover letter to ecraig@nativerenewables.org. Submissions are accepted on a rolling basis.

Who We Are
Native Renewables Inc. is a Native/Indigenous led not-for-profit organization (501c3) incorporated in 2020 (informally established in 2016) to promote the use of off-grid solar photovoltaic (PV) with battery storage systems to address the urgent energy needs for remote households on the Hopi and Navajo Nations. Our mission is to grow Indigenous-led solar power knowledge and solutions with Hopi and Diné (Navajo) families and communities.Our headquarters is located in Flagstaff, AZ.

The Opportunity
The Operations Director is a senior leadership position responsible for ensuring the effective administration and operational excellence of the organization. Reporting to the Executive Director, this position provides strategic and day to day oversight of Human Resources, Finance, Advancement Operations, and Federal Grant Administration. The Operations Director develops organizational systems, policies, and processes that support the mission, ensure compliance, and strengthen organizational sustainability.

You Are
You are a strategic, mission driven leader who understands that strong operations are essential to organizational impact and sustainability. You bring sound financial expertise, strategic perspective, and a practical approach to building effective systems, processes, and infrastructure that support organizational growth. You balance long term strategy with operational execution, exercising strong judgment and fostering a culture of accountability, compliance, and continuous improvement. You build structure and clarity without unnecessary bureaucracy, ensuring policies and systems enable people to perform effectively and advance the mission. As both a strategic leader and hands-on professional, you provide executive-level leadership while directly advancing critical priorities.

Primary Responsibilities

Finance and Administration - 35%

- Supervise and provide direction to the financial team including the Controller and Financial Administrator.
- Develop, manage, and monitor the annual operating budget, including financial forecasting and cash flow.
- Review financial performance, identify trends and variances, and provide analysis and recommendations to leadership and the Board of Directors.
- Ensure strong internal controls, sound financial practices, and compliance with applicable regulations and organizational policies.
- Oversee financial reporting, including monthly and annual financial statements and reporting to the Board.
- Partner with program and development teams to support effective budgeting, financial planning, and stewardship of restricted and unrestricted funds.
- Maintain external relationships with accounting professionals, auditors, financial institutions, and other financial partners.
- Coordinate the annual audit and preparation of IRS Form 990.
- Oversee purchasing, contracts, insurance, facilities, and organizational assets.
- Identify opportunities to strengthen financial sustainability, efficiency, and organizational systems as the organization grows.

Advancement and Development- 20%

- Supervise and provide direction to the Advancement Officer overseeing donor data, gift processing, acknowledgments, reporting, and data integrity.
- Provide strategic leadership and oversight of advancement operations, ensuring systems and processes support fundraising growth, donor engagement, and organizational priorities.
- Strengthen advancement systems and infrastructure supporting individual giving, grants, campaigns, donor stewardship, and prospect management.
- Partner with leadership and development staff to monitor fundraising performance, analyze advancement data, and inform strategic decisions.
- Oversee donor stewardship, advancement reporting, and compliance, ensuring accurate data, timely reporting, and strong donor relationships.
- Continuously improve advancement policies, processes, and technology to increase fundraising effectiveness, operational efficiency, and donor retention.

Federal Grant and Project Administration- 20%

- Supervise the Federal Grant Project Manager, establishing clear expectations, accountability structures, and performance standards for the administration and compliance of federal awards.
- Provide strategic leadership and organizational oversight of federal grants and contracts, ensuring effective stewardship of public funds and alignment with organizational priorities, funding requirements, and strategic objectives.
- Lead the design, implementation, and continuous improvement of grant management systems, policies, and internal controls governing budgeting, forecasting, procurement, reporting, documentation, monitoring, and closeout.
- Provide executive oversight of federal grant audits, monitoring reviews, and compliance activities, ensuring timely reporting, effective response to findings, and implementation and resolution of corrective action plans.
- Coordinate grant audits, reporting deadlines, and compliance reviews.
- Identify and mitigate organizational compliance risks.
- Establish organization-wide standards and accountability measures that ensure consistent, efficient, and high-quality administration of federal grants and contracts.

Human Resources- 15%

- Supervise the Human Resource Manager who oversees human resource functions, including recruitment, onboarding, performance management, compensation, benefits, employee relations, and offboarding.
- Ensure compliance with federal, state, and local employment laws and nonprofit best practices.
- Maintain and update personnel policies, employee handbook, and HR procedures.
- Advise supervisors on employee performance, coaching, and disciplinary matters.
- Foster a positive organizational culture focused on equity, accountability, and professional development.

Organizational Leadership-10%

- Serve as a contributing member of the management team.
- Develop operational policies and procedures that improve organizational effectiveness.
- Lead organizational planning for administrative systems and infrastructure.
- Supervise administrative staff and consultants as assigned.
- Present financial and operational information to the Executive Director and Board of Directors.
- Lead continuous improvement initiatives that enhance organizational performance.
- Support department operations and ensure continuity of essential functions during staff leave or vacancies, as needed.
- Occasional evening or weekend work may be required to support Board meetings, audits, fundraising events, or organizational priorities

Required Qualifications

- Bachelor's degree in Business Administration, Public Administration, Finance, or a related field.
- Seven or more years of progressively responsible management experience.
- Strong knowledge and experience of financial management, budgeting, and financial oversight.
- Experience supervising staff and managing organizational operations.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with computers and common office technology is required including Google Suites knowledge.
- High level of integrity, discretion, sound judgment and confidentiality.
- Valid Driver's license with a clean driving record

Physical Requirements

- Primarily an office-based position requiring prolonged sitting and regular computer use.
- Occasional standing, walking, and handling of office materials may be required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Salary

- Salary is competitive and commensurate with qualifications and experience.
- A comprehensive benefits package is provided including medical, dental, vision, 401(k), Roth, vacation leave, sick leave and holidays.
- Hotel costs paid for all overnight travel, including mileage reimbursement
- Access to company vehicle for travel

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Native Renewables Inc. is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status or any legally protected status. Native Renewables participates in the E-Verify Program.