



Are you on board?

## MANAGER OF BUSINESS OPERATIONS

### Position Overview

Boston Harbor Now (BHN) is an organization committed to re-establishing Boston as one of the world's truly great coastal cities – ensuring a vibrant, welcoming and resilient Boston Harbor, waterfront, and islands for everyone. This is an exciting opportunity to join a diverse team of talented individuals who work closely with public agencies, communities and private and non-profit partners.

Boston Harbor Now is seeking a Manager of Business Operations to join our small yet growing team. This position reports to the Chief Financial and Administrative Officer and provides general support for financial operations, human resources, technology (assisting users), and vendor relationships/business partnerships.

The Manager of Business Operations must anticipate the needs of a busy office, interface with staff and a diverse constituency, maintain confidentiality and assist in implementing systems and processes that improve efficiency and effectiveness throughout the organization.

Our ideal candidate is a dedicated professional who is able to stay highly organized, multi-task, take initiative and help improve systems and processes. This is a full-time 40 hours/week position with benefits. You will be required to work occasional evenings/weekends.

### Organizational Overview

A generation ago, Boston Harbor was quite literally a dump. A swim in the harbor meant a trip to the hospital. Spectacle Island was a smoldering trash pile. The industrial waterfront was suffering from decades of decline and disrepair. Today, the Harbor is a shining example of the transformation that can occur after decades of advocacy, infrastructure improvements and environmental stewardship. Decades of work and billions of dollars in public and private investment laid the groundwork for today's waterfront renaissance.

Position Description: Manager of Business Operations, Boston Harbor Now

Boston Harbor Now (BHN), a nonprofit at the forefront of this transformation, envisions a vibrant, welcoming, and resilient Boston Harbor, Waterfront, and Islands for the benefit of everyone. Our mission is to ensure that these unique regional resources are accessible, inclusive, and properly adapted to the risks of climate change.

BHN focuses on three pillars: Coastal Resilience, Access, and Equity. Current priority projects underway include the Stone Living Lab, focused on finding nature-based solutions to sea level rise, and Harborwalk 2.0, a framework that imagines a bolder vision for the waterfront in Boston as well as surrounding communities and the islands. It goes beyond the existing regulations in anticipation of building a more equitable waterfront that is prepared for the coastal impacts of climate change. As the legislated partner of the Boston Harbor Islands National and State Park and the City's partner for the Harborwalk, BHN prioritizes equitable access through our public access program, activation and programs to make these spaces more inviting, operational and infrastructure improvements, and awareness and promotion.

This work results in multiple benefits including the increased utilization of the Boston Harbor Islands National and State Park, waterfront and open spaces by an increasingly diverse audience, effective shoreline adaptation to prepare for climate change and sea level rise, improved equitable connectivity to, along, and across the Harbor, and thriving maritime industries and port of Boston.

For more information about Boston Harbor Now, please visit: [www.bostonharbornow.org](http://www.bostonharbornow.org)

## Responsibilities

### Administrative

- Assist with improving administrative systems, policies, and procedures on an annual basis, at a minimum, or as needed;
- Collect, organize, and record information with computers and filing systems;
- Assist with recruiting and onboarding new employees;
- Work with the Administrative and Partnerships and Operations team to assist with contract management, vendor management, and reporting;
- Support Finance and Audit committees with document management and scheduling
- General IT support to employees (MS Office, etc.);
- Assume responsibility for special projects, as needed;
- Other duties as requested by the Chief Financial and Administrative Officer.

Position Description: Manager of Business Operations, Boston Harbor Now

#### Financial:

- Maintain an accurate record of accounts receivables/payables and vendor contacts in Quickbooks and Bill.com;
- Ensure all documentation is properly filed and all invoices are accurately coded;
- Generate invoices for all revenue sources including foundations and federally funded grants and agreements;
- Regularly reconcile accounts with staff and our financial management firm, AAFCPA;
- Assist with monthly closings for revenue and expenses;
- Assist with annual audits and year end filings.;
- Assist with other activities to support the accounting and finance function as requested

#### Qualifications and Experience

- Although not required, Bachelor's degree in Accounting, Finance, Business Management or related field preferred. Other accounting, bookkeeping, or IT credentials, traditional and nontraditional, and experience considered and appreciated.
- 1-3 years relevant experience, preferred.
- Knowledge of accounting systems required; experience with Quickbooks, Bill.Com, Salesforce and nonprofit accounting is a plus.
- Familiarity with system and process improvements, human resources, and customer service procedures.
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities.
- Exceptional organizational skills including time, task, and resource management skills.
- Ability to work well independently and strong communication skills to interact with a diverse range of stakeholders.
- Detail oriented and excellent follow-up and follow-through skills.
- Excellent proficiency with MS Office, particularly Excel and Word, as well as Google Suite.

#### The ideal candidate is:

- A proactive problem solver
- Self-motivated and able to work without close supervision
- Able to prioritize multiple tasks and establish and meet deadlines
- Continually builds technical and professional knowledge associated with job objectives
- Works well with people inside and outside the organization.

Position Description: Manager of Business Operations, Boston Harbor Now

## How to Apply

Please send your resume/CV and cover letter to [employment@bostonharbornow.org](mailto:employment@bostonharbornow.org) for consideration. Please use the Subject line "Manager of Business Operations Application (your last name)" in your email.

## Benefits and Salary

The salary range for this position is \$60,000-70,000. The salary is competitive and will be commensurate with experience and include a benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b).

## About Boston Harbor Now

Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston's neighborhoods, and protect water-dependent uses. And we build and broaden the constituency for the Harbor by engaging people through diverse programs -- getting them down to the waterfront and out to the Harbor Islands.

## Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining people of color at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using a race equity lens to manage the organization and create spaces for conversations on race and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.

Position Description: Manager of Business Operations, Boston Harbor Now