

Operations Director

Headwaters Charitable Trust - hwct.org

Location: Pennsylvania (location specifics TBD), remote is an option

Employment Type: Full-time

Salary: \$60,000 annually + benefits

Vacation: 2 weeks initially

Application Deadline: August 7, 2025

About Headwaters Charitable Trust

Headwaters Charitable Trust implements multi-disciplinary projects that bring together ecological restoration, economic development, and social equity. Through watershed rehabilitation, trail building, local food systems, and workforce development, Headwaters works to create sustainable, healthy, and vibrant rural communities across Pennsylvania.

Position Overview

The Operations Director is the sole full-time staff member and is responsible for leading and managing all aspects of the organization's operations. This hands-on role encompasses grant development and management, budgeting, communications, administration, and board relations. Working closely with the Board of Trustees and external partners, the Director ensures the effective delivery of the organization's mission and upholds its strong reputation in the region.

As Headwaters grows, the Operations Director will also play a key role in identifying opportunities to expand the organization's capacity—securing funding to support additional staff or contracted services needed to meet increasing demand.

Primary Responsibilities

Grant and Project Management

- Research, write, and submit grant proposals based on Board input, community needs, and partner ideas
- Manage budgets and financial tracking for all grants
- Submit timely and accurate reports to federal, state, and foundation funders
- Maintain organized project documentation ensure a smooth audit process
- Possesses a general knowledge of watershed and habitat restoration, trail development, land acquisition, and food access

Financial and Administrative Operations

- Maintains all bookkeeping in QuickBooks, including accounts payable, receivable, and cash flow management
- Oversee bill payments and monthly financial reporting
- Support the annual financial audit process
- Manage office systems, respond to inquiries, and order necessary supplies

Board Relations

- Coordinate quarterly Board of Trustees meetings

- Prepare and distribute meeting materials (agendas, reports, financials)
 - Draft meeting minutes and collaborate with the Secretary/Treasurer for review and presentation
 - Participate in board committees, including finance, governance, and outreach
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Qualifications and Skills

Required Experience

- Proven experience in nonprofit administration, grant writing, or grants management
- Familiarity with nonprofit budgeting, financial reporting, and compliance
- Experience supporting audits and funder reporting requirements
- Proficiency with Microsoft Office Suite, Google Workspace, Adobe Acrobat, and QuickBooks

Administrative & Organizational Skills

- Highly organized with strong attention to detail
- Capable of managing multiple projects, priorities, and deadlines with minimal supervision
- Problem-solver with a drive for continuous improvement
- Able to handle frequent deadlines and navigate occasional high-pressure situations

Communication & Relationship Building

- Strong written and verbal communication skills
- Comfortable presenting to funders, boards, and public audiences
- Builds and maintains positive relationships with government partners, funders, and community leaders
- Demonstrated ability to collaborate and work diplomatically with a variety of stakeholders

Personal Attributes

- Self-motivated, proactive, and strategic thinker
 - Maintains professional integrity, ethics, and confidentiality
 - Flexible, resilient, and adaptable in a dynamic work environment
 - Committed to work-life balance, clear boundaries, and sustained personal wellbeing
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Ideal Candidate

The ideal candidate is a hands-on leader and self-starter with a passion for rural community development. They will be detail-oriented yet strategic, capable of managing both day-to-day operations and long-term initiatives. This is an ideal position for someone who thrives on independence, enjoys building relationships, and has a genuine commitment to the mission of Headwaters Charitable Trust.

To Apply

Please submit your resume, cover letter, and contact information for at least three references familiar with your work to:

Travis Lesser, Board Chair
(814) 933-9643
travis@appfoodworks.org