



Guiding the Descent to Soul Since 1980

Director of Operations at Animas Valley Institute

About Animas

Animas Valley Institute — founded in 1980 by Dr. Bill Plotkin — offers a rich assortment of journeys into the mysteries of nature and psyche, including soulcraft intensives, contemporary vision fasts, and training programs for nature-based soul guides.

Position Description

The Director of Operations is responsible for the effective, efficient, and thoughtful functioning of the administrative, operational, and business dimensions of the nonprofit organization, Animas Valley Institute. This position is full-time, ideally conducted in-person from the Animas office in Durango, Colorado but the possibility of remote work might be negotiated.

The Director of Operations will manage a multitude of operational and financial details needed to keep the organization running smoothly. This person will ensure that the high-level strategic directives of the board are carried out by the staff and guides, and they will regularly report to the board and leadership team about the on-the-ground functioning of the nonprofit. This person will be encouraged to have an eye for improvements and to make recommendations to the leadership team and staff.

Primary Responsibilities

Manage Daily Operations and Improve Nonprofit Effectiveness

- Work with the Operations Team and Leadership Team to effectively support the mission
- Identify ways to improve the effectiveness and efficiency of the organization
- Identify ways to improve the health of the organizational culture
- Identify ways to improve Animas processes and procedures
- Based on the above, make recommendations to the board and staff for improving operations
- Initiate and carry out improvements approved by the Board
- Ensure that new and existing projects are well-held and well-staffed
- Communicate operational policies with staff and guides clearly and enforce where needed

Provide Staffing Oversight

- Communicate Board priorities and directives to staff; ensure that they are carried out
- Check in with staff regularly, including for regular performance reviews
- Make adjustments to personnel and roles as necessary (e.g., roles, responsibilities, wages/salaries, hours)

Develop, Oversee, and Enforce Risk Management Compliance

- Develop, adapt, and enforce risk management protocols
- Create and manage crisis management plans; serve as the point person during crises
- Oversee documentation and equipment for field programs
- Oversee and provide input on participant screening with regard to medical fitness in collaboration with the program guides
- Coordinate on-call support for wilderness programs
- Review incident reports and identify patterns that will help to facilitate organizational learning
- Maintain and update the risk management and crisis management plan annually
- Be the primary point of contact for the organization in the event of a program incident

Ensure Legal Compliance

- Ensure adherence to all permitting requirements
- Ensure adherence to employment law
- Ensure up-to-date nonprofit organization filing and compliance
- Liaise with legal counsel to ensure compliance with new initiatives and other operational and risk management procedures as needed

Liaise with the Leadership Team

- Attend leadership team meetings
- Regularly report important updates regarding nonprofit functioning
- Create, manage, and track organizational budget
- Work with accounting and bookkeeping to update budget quarterly

Qualities & Qualifications of the Ideal Candidate

- 2+ years of non-profit leadership (or equivalent organizational management) experience
- Experience facilitating a group to help align on mission, set goals, and track progress
- Experience creating and tracking budgets
- Experience with project management
- Experience with outdoor education programming and risk management
- Ability to contribute to an inspiring and motivating work environment
- Clear and compassionate communication skills
- Ability to manage a team with clear boundaries and incentives
- Ability to create and manage your own schedule
- Personal experience with Animas programs is a plus, but not required

Location

This position is based in Durango, Colorado, but we will consider applications from exceptional candidates who live elsewhere. Candidates must be legally able to work in the U.S.

Compensation & Benefits

- Annual salary of \$60,000-80,000 based on experience
- Partial reimbursement for health insurance (\$250 per month)
- Free tuition on 2-3 Animas programs per year
- Paid time off

How to Apply

Send your cover letter and resume to laurablakeman@animas.org and note in the subject of your email that you are applying for the Director of Operations position at Animas.

Applications will be accepted through **August 1st**. If you have any questions, feel free to email us.