
Epicenter is Hiring

Operations Director



Operations Director

We have a unique opportunity for a remarkable individual with a varied skill-set: a chance to contribute to life in rural Utah and beyond. To demonstrate the value of design in community problem solving. To gain a one-of-a-kind experience in an alternative model of professional practice. To help improve our nonprofit. To build rural futures.

We believe in rural places, but there is critical work to be done. We'd like to do that work with you.

Location:

Green River, Utah

(Hybrid or On-Site Preferred)

Report to:

Executive Director

Status:

Full Time, Exempt

Applications Due April 5th

work@ruralandproud.org



About Epicenter

Established in 2009, Epicenter is a 501(c)(3) nonprofit organization based in Green River, Utah, that fosters rural communities through art, design, and housing initiatives. We champion local leadership and creative collaboration to strengthen the social, physical, and economic fabric of our community. Beyond Green River, Epicenter co-leads a national initiative, Building Common Ground, that serves rural and Tribal communities through design.

An agile team of creative professionals, Epicenter has a multidisciplinary approach to problem solving and innovation. Here, we nurture artists, entrepreneurs, and ideas. We're dedicated to our practice, but constantly refining our approach. We are looking for ways to engage our community and other towns, and to help rural citizens envision their future. That's where you come in.

Some Epicenter Projects:

[Frontier Fellowship](#) | [Building Common Ground](#)

[Canal Commons](#) | [Green River Rocks](#)

About You

You have a passion for business administration, systems creation, or a related area of expertise.

You're excited to live in and contribute to a rural community.

You have an eye for detail, a mind for numbers, and a willingness to get your boots dirty.

You have great verbal and written communication skills.

You have an interest in working on a multidisciplinary team.

You are skilled at interacting with people of all backgrounds and abilities.

You dream of promising futures.

The **Operations Director** is a key leader at Epicenter, responsible for ensuring operations excellence. This role will oversee internal operations — including finance, human resources, technology, and facilities and assets — while ensuring organizational compliance and managing employees and vendors.

Working closely with the Executive Director (ED) and Board of Directors, the Operations Director will develop and refine systems that enable Epicenter to thrive as it grows. This position is ideal for someone who enjoys both building systems and rolling up their sleeves to implement them.

Required Qualifications:

- Demonstrated experience with financial management, budgeting, and accounting.
- Demonstrated experience with nonprofit governance.
- Strong project management and organizational skills.
- Excellent communication, leadership, and interpersonal abilities.
- Commitment to Epicenter's mission and to an equitable, community-driven practice.

Preferred Qualifications:

- 5+ years of experience in nonprofit operations, finance, or administration.
- Relevant undergrad or advanced degree.
- Experience with digital systems integration (accounting, CRM, HRIS, etc.).
- Familiarity with rural community development.
- Supervisory and team-building experience.

Key Responsibilities

Organizational Leadership

- Serve as a thought partner and second-in-command to the Executive Director.
- Oversee day-to-day internal operations to ensure effectiveness, efficiency, and alignment with Epicenter's mission.
- Supervise administrative, finance, and operations staff and contractors.
- Assist the ED in implementing the strategic plan and board engagement.
- Foster a collaborative and efficient organizational culture.

Note: Epicenter currently has 3 employees and 5-20 contractors and 10-30 volunteers annually.

Finance & Administration

- Work with the ED on financial management functions, including program budgeting, grant reporting, organizational compliance, and audits.
- Strengthen financial infrastructure, ensuring accuracy, transparency, and sustainability.
- Evaluate and upgrade systems such as payment processing.
- Contribute to long-term financial planning, including reserves strategies.
- Ensure compliance with nonprofit financial regulations.
- Manage organizational insurance policies and ensure appropriate coverage.

Examples of current priorities include refining accounting systems, reviewing insurance plans, and improving financial forecasting and reporting to funders.

Human Resources & Organizational Policies

- Oversee HR systems, including onboarding, performance management, and compliance.
- Maintain and update employee handbooks and administrative policies.
- Develop equitable compensation, grievance, and other processes.
- Foster retention and employee satisfaction.

Examples of current priorities include securing employee benefits, conducting compensation benchmarking, and developing improved employee policies.

Technology & Information Management

- Oversee organizational IT systems and digital infrastructure.
- Develop and manage vendor relationships and contracts.
- Implement tools that improve collaboration, cybersecurity, and digital asset management.
- Evaluate and integrate technology platforms to streamline operations.

Examples of current priorities include conducting a cybersecurity audit and assessing digital asset management tools.

Facilities & General Operations

- Oversee the management of physical assets and facilities, including the Frontier House.
- Ensure compliance, maintenance, and operational efficiency across all properties.
- Develop and manage vendor relationships and contracts.
- Support real estate and property-related initiatives as needed.

Examples of current priorities include property appraisals, tax exemption filings, and facility management planning.

Compensation & Benefits

- Salary based on experience and market benchmarks: \$45,000-55,000.
- Free housing at Epicenter's Frontier House.
- Paid time off; generous flex time for experienced candidates.
- Mon - Thu (32-hour) work week option for experienced candidates.
- Professional development and unique recreational and travel opportunities.
- Relocation assistance may be available.

Compensation and benefits will be discussed with applicants selected for interview and negotiated upon hiring. The Frontier House is a 2-bed/1-bath house with "a clear view of the Book Cliffs and dark night skies" located two blocks from Epicenter, valued at \$24,000 annually.

Application Process

To apply, submit the following to work@ruralandproud.org:

- A resume or CV
- A cover letter outlining your interest and qualifications
- Three professional references

Applications will be accepted until the position is filled. Priority will be given to applications submitted by April 5th, 2026.



We can't wait to hear from you!



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