

Pioneer Bluffs Job Description

Operations Director - 03/23/2026

Reports to: The Board of Directors

Purpose:

- To manage all day-to-day operations at Pioneer Bluffs (PB)
- To assist, as directed by the Board, in the implementation of the goals of the Flint Hills Ranching Heritage Center

Qualifications:

Required:

- Enthusiasm for the mission of the Flint Hills Ranching Heritage Center
- Timely and articulate communication skills (phone, email, newsletter, etc.)
- Capabilities to manage and execute Pioneer Bluff's events
- Experience in recruiting, organizing and working with volunteers
- Office management skills including basic record keeping and organization

Preferred:

- Experience with non-profit organizations
- Experience with ranching/agriculture businesses
- Experience with bookkeeping software and budgeting

Position:

- Based at Pioneer Bluffs
- Half to Full time (negotiated upon offer)
- Salaried position (negotiated upon offer)
- Flexible work arrangements due to evening/weekend activities (to be agreed upon in advance)

Essential functions:

1. Manage events at Pioneer Bluffs
 - a. Organize, manage and execute support teams and/or volunteers
 - b. Communicate with event participants (wedding party, presenters, etc.)
 - c. Promote events (press release, FB post, website updates, etc.)
 - d. Oversee execution of events, as needed
2. Serve as Pioneer Bluff's brand ambassador/advocate in the community
3. Respond in a timely fashion to all PB communications (phone, VM, EM, etc.)
4. Execute office duties (calendar, basic accounting/tax, donor tracking, etc.)
5. Oversee the physical maintenance of the Pioneer Bluffs property
6. Manage workdays and volunteer recruitment/engagement
7. Communicate with the Board in a timely manner of any issues or required actions
8. Speak on behalf of Pioneer Bluff at public events and media interactions
9. Work closely with the Director of Donor Relations