

FracTracker Alliance Job Description: Manager of Operations

Position: Manager of Operations

Organization: FracTracker Alliance

Location: Remote within the United States, with preference for candidates based in Pennsylvania. Travel may be required up to 5% of the time for staff retreats, organizational events, conferences, office-related needs, and inventory management.

Supervisor: Executive Director (based in Pennsylvania)

Type: Full-time (37.5 hours per week) – Exempt

Salary: \$65,000 annually

Benefits: Health, dental, and vision insurance; 401(k) employer match; short-term disability insurance; paid time off and organizational holidays

Application deadline

The priority deadline for this position is Friday, July 24, 2026. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Candidates selected to move forward in the hiring process will be contacted via email.

About FracTracker Alliance

Founded in 2012, FracTracker Alliance is a nonprofit organization that maps, analyzes, and communicates the risks of oil, gas, and petrochemical development to advance just energy alternatives that protect public health, natural resources, and the climate.

We provide communities, advocates, journalists, researchers, and decision-makers with accessible data, analysis, and visual tools to support informed action and public accountability.

About the Position

The Manager of Operations ensures that FracTracker Alliance's internal administrative systems, human resources processes, financial workflows, and organizational infrastructure operate smoothly and effectively.

This position manages FracTracker's day-to-day operations and serves as the organization's primary administrative liaison with the Community Foundation for the Alleghenies, or CFA. CFA provides



FracTracker with banking, accounting, payroll processing, and certain compliance and human resources processes. The Manager of Operations coordinates closely with CFA while maintaining FracTracker's internal records, policies, approvals, deadlines, and staff processes.

The Manager of Operations also supports nonprofit compliance, organizational planning, staff systems, meetings, retreats, and other cross-functional operational needs.

The ideal candidate is highly organized, proactive, detail-oriented, and comfortable managing both recurring administrative responsibilities and longer-term systems-improvement projects.

We particularly encourage applications from candidates with lived experience in frontline communities affected by oil, gas, petrochemical, or related infrastructure development.

What You Will Do

Manage payments, invoices, and administrative records

- Review vendor bills, collect the necessary documentation and approvals, submit payment requests to CFA, and update FracTracker's accounts-payable tracker.
- Prepare and send invoices when requested by the Executive Director and update the accounts-receivable tracker.
- Manage staff reimbursement requests and make sure receipts and other required documentation are complete.
- Maintain vendor records, including contracts, W-9 forms, contact information, and insurance documentation.
- Respond to questions from CFA about payments and provide additional documentation when needed.
- Keep financial and administrative records organized and accessible to the appropriate staff.
- Track deadlines and follow up with staff, CFA, or vendors when information is missing.

Coordinate payroll, benefits, and employee administration

- Coordinate with CFA when FracTracker hires a new employee, including submitting offer letters and employee information and making sure onboarding requirements are completed on time.
- Help new employees complete payroll, employment-verification, benefits, and other required forms.
- Notify CFA and relevant vendors of changes to employee pay, title, address, employment status, or other personnel information.
- Provide CFA with the information needed to process payroll accurately and on schedule.



- Maintain personnel files, paid-time-off records, signed policy acknowledgments, and other employee documentation.
- Coordinate with FracTracker's health insurance, retirement-plan, disability-insurance, and other benefits providers.
- Support employee offboarding by coordinating final payroll information, benefits notices, equipment returns, and account access.
- Answer staff questions about routine administrative processes and connect employees with CFA or a benefits provider when appropriate.

Maintain policies, compliance, and registrations

- Maintain a calendar of nonprofit filings, registrations, renewals, insurance requirements, and other recurring deadlines.
- Coordinate FracTracker's charitable solicitation registrations in the states where the organization is required to register.
- Work with FracTracker's registration vendor by gathering financial and organizational information, completing forms, accessing state accounts, obtaining signatures, and responding to follow-up questions.
- Maintain usernames, account access, confirmation notices, filed documents, and correspondence related to state registrations.
- Coordinate with CFA and the Executive Director on FracTracker's Section 501(h) election documentation, insurance records, and related requirements.
- Help review and update the employee handbook and other organizational policies.
- Maintain current copies of approved policies and collect employee acknowledgments when required.
- Research administrative or employment requirements when FracTracker hires in a new state and help complete the necessary registrations.
- Keep clear instructions and records so recurring compliance and administrative tasks can be completed consistently.

Manage organizational systems, security, and equipment

- Maintain FracTracker's administrative files, shared-drive structure, internal forms, templates, trackers, and how-to instructions.
- Help maintain basic organizational security practices, including password-management procedures, account permissions, secure document access, multifactor authentication, and account removal when an employee leaves.
- Maintain an inventory of computers, monitors, phones, field equipment, and other organizational property.



- Track which equipment is assigned to each employee and coordinate purchasing, shipping, storage, repairs, replacement, return, and retirement of equipment.
- Maintain equipment receipts, warranties, insurance information, and related records.
- Help evaluate, set up, and maintain organizational software, including project-management, collaboration, internal reporting, and document-management tools.
- Create simple instructions, templates, and processes that help staff use these systems consistently.
- Support recurring staff internal reporting by maintaining reporting tools, tracking deadlines, answering process questions, and following up on incomplete submissions.
- Research and recommend practical improvements to administrative tools and processes.

Coordinate meetings, retreats, and events

- Coordinate logistics for staff retreats, strategy meetings, conferences, trainings, fundraising events, and public events hosted by FracTracker.
- Arrange travel, lodging, meeting space, meals, registration, supplies, equipment, and accessibility needs.
- Communicate logistical information to staff, speakers, vendors, and participants.
- Track event-related expenses, invoices, reimbursements, and receipts.
- Support on-site logistics when attendance is required.
- Maintain event schedules, vendor information, planning documents, and follow-up records.

The responsibilities of this position will evolve as FracTracker's operational needs change. The Manager of Operations may take on other related administrative projects in consultation with the Executive Director.

What We Are Looking For

Required qualifications

- Experience managing administrative, operations, human resources, compliance, or similar responsibilities.
- Strong organizational skills and close attention to detail.
- Experience maintaining records, trackers, deadlines, and recurring administrative processes.
- Ability to follow a task through from initial request to completion and identify missing information along the way.
- Experience handling confidential employee, financial, or organizational information appropriately.
- Clear written and verbal communication skills.



- Comfort learning and using online systems, forms, spreadsheets, shared drives, and administrative software.
- Experience setting up or administering project-management, collaboration, reporting, or similar organizational software.
- Ability to work independently while communicating regularly with colleagues and outside partners.
- Sound judgment and a practical approach to solving problems.
- Commitment to environmental justice, equity, and FracTracker's mission.
- Authorization to work in the United States.
- Ability to travel within the United States up to approximately 5% of the time.

Helpful experience

We encourage candidates to apply even if they do not have experience in every area listed below.

- Nonprofit administration or operations.
- Employee onboarding, payroll coordination, benefits administration, or personnel records.
- Accounts-payable and accounts-receivable tracking.
- State charitable registrations or other nonprofit filings.
- Working with an outside payroll processor, accountant, registration service, or benefits provider.
- Updating employee handbooks or organizational policies.
- Managing organizational equipment or technology inventory.
- Maintaining password-management, account-access, or document-security practices.
- Coordinating staff retreats, conferences, travel, or organizational events.
- Working with a small, remote, mission-driven team.
- Working in or alongside frontline communities, advocacy organizations, or environmental justice organizations.

To Apply

Visit www.fractracker.org/careers to apply. A resume and cover letter are required.

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For questions, please contact Shannon Smith at smith@fractracker.org.

Applicants who need a reasonable accommodation during the application or interview process may contact us at the email address above.



Equal Employment Opportunity

FracTracker Alliance is an equal opportunity employer. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment are made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

