



CarShare Vermont Operations Manager

CarShare Vermont is looking for an experienced Operations Manager to guide our operations and strategic growth with a focus on mission and long-term financial health. We offer a fun and creative environment, plenty of interesting and challenging work, and the opportunity to learn and grow within our organization.

Responsibilities:

- Effectively use and analyze data to recommend policies and strategies that advance CSVT's business goals
- Identify optimal locations for CSVT vehicles and procure parking from private and public parties, maintaining relationships with both
- Develop and implement policies and best practices that enhance CSVT's operational efficiency, quality of service, and user experience
- Assist with program evaluation and grant reporting
- Assist with budget planning and inform financial strategy
- Manage aspects of fleet turnover planning and execution, including identifying optimal financing options
- Serve as knowledge base for carsharing hardware and software
- Handle all insurance claims and oversee auto policies
- Supervise small team of weekend on-call staff
- Participate in and support day-to-day member services and fleet management tasks
- Attend and present information at monthly board meetings
- Serve as a CarShare Vermont ambassador in the community
- Participate in weeknight on-call coverage (3-4 evenings per month)
- Assist with technical needs of the office as appropriate

Qualifications

- Demonstrated commitment to CarShare Vermont's mission
- Minimum 3-5 years of relevant management experience
- Superior data management and analytical skills
- Stellar interpersonal and communication skills
- Experience within the transportation, planning, or environmental fields preferred, shared mobility experience a plus
- Ability to quickly master new software
- Aptitude for efficient troubleshooting and thoughtful problem solving
- Must have advanced working knowledge of Excel and basic understanding of accounting principles and financial management systems; familiarity with mapping software ideal

- A flexible attitude is a must, as well as a desire to collaborate and support your colleagues
- Comfort working in a (frequently) busy, open office environment
- Confidence exercising discretion and independent thinking
- Due to the nature of our operations, the ideal candidate will live in the Burlington area, have a clean driving record and at least two years of driving experience

The operations manager will report to the executive director. This is a full-time position with a competitive salary and benefits that include health insurance, generous paid time off, matching retirement plan, and a free CarShare Vermont membership. CarShare Vermont is an equal opportunity employer and does not discriminate based on sex, race, color, religion, sexual identity, age, ability, or anything else.

TO APPLY:

Please email a resume and cover letter to Annie Bourdon at annie@carsharevt.org with "Operations Manager" in the subject line.

ABOUT CARSHARE VERMONT:

Founded in 2008, CarShare Vermont is a nonprofit car-sharing organization located in Burlington, VT. Our mission is to provide a convenient, affordable, and reliable alternative to car ownership that enhances the environmental, social, and economic wellbeing of our region and planet. In support of our mission, we provide a 24/7 carsharing service, deliver innovative behavior-change programs, conduct widespread community outreach, and partner with a range of organizations to advance policies that foster a more sustainable and equitable transportation system.