



Illinois Audubon Society NOW HIRING Director of Operations

The Director of Operations is a highly professional and experienced member of the team who supports the Executive Director, staff and members of the Board of Directors (BOD). Acting with little supervision, the focus is on the day-to-day, month-to-month and year-to-year operations of the Society. This position strives for administrative continuity ensuring effective and efficient, while still flexible, nonprofit business methodology. The Director of Operations anticipates needs, while managing workflow and prioritizing various projects.

Responsibilities

Provides administrative support to the Executive Director, staff and BOD. Fulfills regular recurring administrative activities for the organization such as:

- Composing and preparing correspondence and documents for Executive Director's signature.
- Maintains the organization's files system; both paper and electronic.
- Assists with the scheduling of meetings by using online applications such as Doodle and Zoom. Coordinates notifications and RSVPs (as necessary) for invitees.
- Prepares and mails requests for information and materials such as membership inquiries, brochures, magazines, etc.
- Assists with maintaining organizational governance and policies documents.
- Monitors and coordinates office equipment, building systems and infrastructure maintenance.
- Orders supplies for HQ office and as necessary to assist Local Sanctuary Committees with same.
- Coordinates and schedules Jochens Hall (Adams Wildlife Sanctuary) conference room use for staff and various partner organizations.

Manages Society's operational financial activities within the organization's annual budget and contract system to:

- Prepare and convey expense transactions to the organization's accounts manager for expenses such as, but not limited to dues and fees, property taxes, insurance coverages, administrative and operational supplies, reimbursements, utilities, equipment, maintenance costs.
- Records membership payments and donations.
- Prepare financial reports as requested.
- Assist with the creation of the annual budget.
- Assists Executive Director and Land Steward with purchases, sales and donations of land.
- Creates and conveys monthly membership renewal notices.

Key Competencies:

Organizational and planning skills; communication skills; initiative and resourcefulness; information gathering and monitoring skills; independent problem analysis and problem solving skills; ability to think ahead/anticipate; financial capacity to process expense reports, budgets for meetings, etc.; judgment and decision-making ability while multi-tasking in a busy environment; confidentiality, professionalism and discretion/judgment; attention to detail and accuracy; tact and diplomacy; adaptability/flexibility.

Basic Qualifications:

- Bachelor's Degree in business administration or related field.
- Minimum 3 years of experience in office procedures, 5 years preferred.
- Working knowledge of Microsoft Office software applications (Word and Excel) required.
- Basic knowledge of accounting principles.
- Proven customer service skills and ability to work independently as well as with a team.

This is a full-time position based in Springfield, Illinois. Benefits include health, dental and vision insurance, annual vacation plus holidays, IRA (403b). Some weekend and evening work will be required. Illinois Audubon Society is an Equal Opportunity Employer and is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors.

This position will remain open until a suitable candidate is found.

Please send cover letter and resume to: Matt Hayes at mhayes@illinoisaudubon.org.