



Operations Director

Job Posting - April 2025

Houston Audubon is seeking a full-time, detail-oriented and solutions-driven Operations Director to lead the organization's day-to-day functions and provide strategic logistical and administrative support across all departments. This role is essential in optimizing internal systems, supporting staff, and ensuring smooth operations that enable mission success. Houston Audubon offers a competitive compensation and benefits package, including health, dental, and disability insurance, a 401(k) plan with employer matching, flexible work arrangements, and the opportunity to work in a collaborative, mission-driven environment.

About Houston Audubon

Houston Audubon is a nonprofit organization established in 1969 with the mission to advance the conservation of birds and their habitats in the Greater Houston Gulf Coast Region. We have a rich history of advancing this mission with a positive local, regional, and global impact through sanctuary and habitat management, environmental education, and conservation advocacy. Houston Audubon owns and manages 17 nature sanctuaries in the Houston Gulf Coast area providing over 4,100 acres of wetlands, forest, coastal woodlands and prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds. Houston Audubon sanctuaries also serve as community assets where people enjoy nature, learn, socialize, and explore. We deliver hundreds of nature-based program experiences for children and adults every year.

Position Summary

The Operations Director is a key leadership role responsible for ensuring the efficient and effective functioning of Houston Audubon's day-to-day operations. This position manages all aspects of property and facility maintenance, risk and safety compliance, contract and procurement processes, IT systems, visitor services, and volunteer coordination. The Director will supervise the Office, Volunteer and Sanctuary Managers, who oversee volunteers, urban/northern sanctuaries, and the native plant nursery, and will work closely with department directors and the Controller to support cross-functional operations and strategic organizational growth.

Annual Salary	Commensurate with Qualifications
Hours per Week	40
Workplace	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
Flexible Work Options	Yes
Benefits	<ul style="list-style-type: none">Medical Insurance: 75% of premiums for medical and dental plans for employee and 25% of one dependent's medical premiumLife InsuranceDisability insurance401(k) up to 3.5% match after one year employmentCompetitive vacation and sick leave
Position Reports To:	President/CEO

Primary Duties and Responsibilities

Administrative & Organizational Operations

- Lead the development and implementation of organization-wide operating policies and procedures.
- Manage and track institutional contracts, vendor relationships, grants, and procurement processes.
- Maintain accurate systems for record keeping, including land transactions, sanctuary use, and vendor agreements.
- Oversee insurance coverage, manage organizational risk, and ensure compliance with legal and safety regulations.
- Support IT infrastructure in collaboration with service providers, ensuring effective technology systems across locations.
- Work with leadership to coordinate and track annual work plans across departments.

Facilities, Buildings, and Property Oversight

- Supervise ongoing maintenance, repair, and inspection schedules for buildings and grounds.
- Oversee the planning and execution of capital improvement projects and sanctuary enhancements.
- Manage property-related processes, including taxes, land acquisitions, easements, and leases.
- Ensure upkeep of vehicles and equipment across Houston Audubon's facilities and sanctuaries.
- Coordinate project support and strategic improvements across all facilities, including direct involvement in sanctuary workdays as needed.

Supervision & Team Leadership

- Directly supervise staff involved in volunteer, sanctuary and natives nursery management, ensuring successful program execution, personnel support, and strategic alignment with Houston Audubon's mission.
- Foster a strong, collaborative operations team and ensure staff have the tools, guidance, and resources needed to excel.
- Support and mentor staff in work planning, goal setting, performance management, and professional development.
- Build a team culture that values collaboration, initiative, communication, and respect.

Visitor & Program Services

- Oversee logistics, staffing, budgeting, purchasing, and inventory for key events such as spring migration season.
- Ensure quality visitor experience at sanctuaries and headquarters, including signage, facilities, and merchandise.
- Support the Education Department with seasonal camp and program logistics and registration systems.
- Maintain procedures and training for front-line staff and volunteers handling visitors and store operations.

Volunteer Program Oversight

- Provide strategic direction and operational support for Houston Audubon's volunteer programs.

- Ensure volunteer services align with departmental needs and support organization-wide goals.
- Collaborate with the volunteer management staff to enhance recruitment, retention, and recognition strategies.

Organizational Safety and Risk Management

- Serve as the organization's Safety Representative.
- Coordinate training and safety protocols and maintain emergency response readiness across facilities.
- Investigate and resolve issues related to visitor incidents, mechanical malfunctions, or safety concerns.

Other Responsibilities

- Act as a liaison between departments to support information-sharing and operational consistency.
- Support organizational special projects and initiatives as requested by the President/CEO.

Qualifications and Experience

- Bachelor's degree in nonprofit management, public administration, business, parks and recreation, or related field (Master's preferred)
- 5–10 years of operations, facilities, or project management experience, ideally within conservation, land management, or nonprofit organizations
- Proven supervisory experience and ability to lead cross-functional teams
- Excellent organizational and time-management skills with the ability to manage multiple priorities
- Experience with contracts, procurement, and insurance administration
- Strong interpersonal skills and a solutions-oriented mindset
- Familiarity with land transactions, sanctuary management, and conservation-related operations preferred
- Proficiency in Microsoft Office Suite and project management tools
- CPR/First Aid certification (or willingness to obtain)
- Valid driver's license and willingness to travel to sanctuaries and work occasional evenings/weekends

How to apply:

To apply, send resume via email to: japlaca@houstonaudubon.org

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.