Operations Manager

Houston Audubon is looking for an Operations Manager to be a strategic thought-partner for program directors and to assist with overall financial and administrative matters to build internal capacity for program operations. Houston Audubon offers competitive compensation and benefits, including 401K plan matching for eligible employees, health, dental and disability insurance, flexible work schedules, and a mission driven team environment.

Background - About Houston Audubon

Houston Audubon, a nonprofit organization established in 1969, protects and promotes birds of the upper Texas coast through habitat conservation, environmental education, and conservation advocacy. The organization owns and manages 17 nature sanctuaries in the Houston Gulf Coast region providing 3,477 acres of wetlands, piney wood forest, coastal woodlots, prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds. These sanctuaries also serve as community assets where people walk, commune with nature, learn, meditate, socialize and explore. Over 700 nature-based program experiences are provided for children and adults every year.

Position Title: Operations Manager
Reports to: Executive Director
Annual Salary: Commensurate with qualifications and experience

Position Summary: The Operations Manager serves an integral role in supporting the organization’s mission by providing technical support and developing and overseeing standard operating procedures and work flow processes. The successful candidate will work closely with the executive director, department directors and the controller to facilitate daily functions of contract administration and management, project tracking and reporting, risk management and safety, and land and property management.

Primary Duties:
- Operations and Systems: Maintain and oversee implementation of standard operating procedures for various office and programmatic functions such as IT, spring migration, and grants management and contracts administration.
- **Contract Administration:** In coordination with program departments develop, execute and track contracts for procurement of goods and services related to land conservation, nature-based education, avian monitoring and research, marketing and other essential operational functions.
- **Risk Management:** Maintain asset inventory, manage relationship with organization’s insurance broker; review and manage risks and exposures; coordinate the process of applying for and renewing property and liability insurance coverage consistent with risk levels established by the Board of Directors; and coordinate activities for managing/mitigating risk with program departments.
• **Safety and Disaster Preparedness and Recovery:** Develop and maintain occupational safety plans for accident prevention and hazard control; develop and maintain disaster preparedness/recovery plans for employee safety and business continuity; disseminate information to departments; plan, schedule and conduct inspections of administrative offices, sanctuary operations and program delivery to facilitate implementation.

• **Grants/Project Tracking and Reporting:** Compile project updates from program departments and prepare project and budget status reports for executive director, accounting and development.

• **Land and Property Management:** Coordinate, manage and track the proper execution recording and filing of land agreements and associated documentation; monitor, review and file property tax and tax exemptions with appropriate government entities; and oversee compliance of land transactions and stewardship with organizational standards and practices.

**Qualifications, Knowledge and Skills:**

- Bachelor’s degree in business administration and management, nonprofit management, public administration, natural resource management, environmental management, planning and development, or other related field
- 3 to 5 years of operations or project management experience, preferably in environmental, natural resource management or land conservation field
- Working knowledge of procurements and contracts administration
- Strong project management skills with ability to juggle multiple priorities with attention to quality
- Demonstrated ability to research, compile and synthesize information
- Ability to develop, implement and review a wide range of policies and procedures
- Good judgment and initiative
- Excellent interpersonal skills
- Ability to work and communicate with a wide range of people to develop and implement policies and procedures
- Proficiency in MS Word, Excel and database management

Houston Audubon headquarters is located at the Edith L. Moore Nature Sanctuary in the Memorial area of West Houston.

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