



Operations Manager

Houston Audubon is seeking a full-time, systems-minded Operations Manager to oversee day-to-day operations of the organization and provide strategic logistics and operational support across departments. 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.

About Houston Audubon

Houston Audubon is a nonprofit organization established in 1969 to conserve wildlife and natural resources on the Upper Texas Coast. We have a rich history of advancing our 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 4,000 acres of wetlands, forest, coastal woodlots 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 Manager will be responsible for administrative operations, building and facility maintenance, risk management and insurance, procurement and contracts administration, and visitor and program services coordination and support. The successful candidate will supervise the Operations Administrator and work closely with the Executive Director, department directors and Controller to develop and implement systems that increase the quality and efficiency of our work, supporting our ability to grow.

Annual Salary	\$45,000 to \$60,000 CWQ
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• Life Insurance• 401(k) up to 3.5% match• Competitive vacation and sick leave• Life and disability insurance
Position Reports To:	Executive Director

Primary Duties and Responsibilities:

Administrative Management

- Develop, maintain and support implementation of operating policies and procedures.

- Coordinate the development, management and tracking of projects and contracts.
- Manage and supervise operations and administrative staff and volunteers.
- Manage and oversee systems of record keeping, including land transactions, grants and contracts, spring migration operations.
- Manage asset inventory, risks and exposures, and property and liability insurance coverage.
- Oversee and manage IT needs, including managing IT services contracts.
- Coordinate the development, implementation and tracking of annual work plans.
- Solve problems, including visitor complaints, mechanical malfunctions, and safety issues.
- Serve as Additional Duty Safety Officer, including coordinate training, ensuring proper reporting, and maintaining records.
- Perform additional related duties, as requested.

Facilities, Buildings and Property

- Oversee and manage facility construction and improvement projects.
- Coordinate management of land transactions, property tax filings, and sanctuary maintenance.

Visitor and Program Services

- Oversee and coordinate management of visitation services, spring migration logistics support, and program registration processes.

Qualifications and Experience:

- Bachelor's degree in nonprofit management, public administration, business management, parks and recreation management, or related field
- 3 to 7 years of operations, program, or project management experience, preferably in parks, natural resource, or land conservation. Master's degree in one of above fields may be substituted for 2-3 years
- Must be highly organized, have excellent communication and customer service skills, and ability to interact with the public
- Demonstrated ability to prioritize work effectively and show flexibility with daily responsibilities showing the ability to problem solve with minimal guidance
- Working knowledge of procurements and contracts administration
- Demonstrated ability to research, compile and synthesize information
- Familiarity with federal/state grant processes
- Sound judgment and ability to keep sensitive information confidential
- Proficiency in MS Word, Excel and database management
- Have or be willing to acquire First Aid and CPR certifications and be able to respond effectively to emergencies
- Must have a valid driver's license
- Must be willing to work occasional weekends and evenings

How to apply:

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