



## **Operations Manager Irvine Nature Center**

Irvine Nature Center, the largest independent nonprofit environmental education center in the greater Baltimore region, seeks a highly qualified ***Operations Manager*** to work in coordination with Irvine's leadership team to oversee the Center's operations. The Operations Manager will be responsible for the coordination and management of the organization's daily systems and procedures, including oversight of the Operations Staff (Visitor Services, Information Technology, Rentals and Maintenance), supporting the Irvine Board of Trustees by organizing and maintaining Board files and communications, processing financial transactions and bookkeeping and assisting with human resources.

In coordination with the Deputy Director and Executive Director, this management level position assists in determining the operational objectives that best support the mission and long-range goals of the Center. Using strategic and analytical skills, the Operations Manager will assess and create organizational and program plans that maximize physical resources, staff strengths, expertise and time. Successful candidates will have demonstrated an ability to lead and inspire others with their commitment to and enthusiasm for nature-based education and non-profit management. This full-time position reports to the Deputy Director.

### **Areas of Responsibility:**

#### **Staff:**

- Model behavior that promotes a professional culture of high performance and continuous improvement that values a growth mindset, learning opportunities and a commitment to excellence.
- Assist with the planning of monthly staff meetings and team building activities
- Supervise and provide yearly evaluations for the IT, Rental, and Visitors Services teams
- Plan and conduct new employee onboarding and orientation that emphasizes commitment and enthusiasm for organizational goals

#### **Daily Operations:**

- Review all phases of operations to ensure the office operates as smoothly and efficiently as possible
- Collaborate with department leaders to support strategic initiatives, contribute to the development of policies and processes while representing the responsibilities and challenges of operational staff
- Assist with Irvine's special events as needed
- Manage Irvine's master calendar to ensure programs, events and meetings have required resources

#### **Finance and Bookkeeping:**

- Manage all internal financial processes and maintain financial records, including processing of financial transactions
- Handle cash transaction processing, cash management, invoicing and accounts payable, credit card reconciliation, and bi-monthly payroll submission to payroll vendor
- Assist with month-end close and financial statement preparation, annual audit and 990 preparations
- Support Deputy and Finance Directors with Annual Budget Planning

**Grounds and Facilities:**

- Oversee the maintenance of and improvements to Irvine Nature Center's facilities
- Using safety as guide, assess and report on liability risks regularly
- Schedule and supervise building and grounds contractors and repairpersons.

**Board Of Trustees:**

- Maintain Board contact and matrix lists including Outlook distribution lists
- Initiate and maintain schedules and calendar requests for Board and Committee meetings
- Assist Executive and Deputy Directors with Board and Board Committee meeting preparations and set up, including arranging for caterers and refreshments

**Qualifications Needed:**

- A successful candidate will have a minimum of 5 years administrative and supervisory experience, preferably in a non-profit organization
- Highly proficient computer skills and detailed knowledge of office software packages including Microsoft Office, and Outlook. Knowledge of Raiser's Edge, Doubleknot and QuickBooks preferred
- Demonstrable knowledge of accounting and administrative management practices and procedures
- Excellent interpersonal skills, with ability to maintain a high level of confidentiality, discretion and professionalism
- Ability to work both independently and as a member of a team
- Extreme attention to detail
- Excellent time-management and organizational skills, including ability to plan, organize and prioritize workload
- Excellent executive functioning and problem-solving capacities to allow for timely and committed task completion
- Excellent verbal and written communication skills, including use of proper grammar both in speech and in writing
- Demonstrated ability in hiring, developing, and evaluating staff as well as being a team player
- A critical thinker who can analyze data, and capitalize on information

**Salary:** \$68,000-\$72,000 Annually

**To Apply:** Please send cover letter and resume to the attention of Courtney Sagal, Irvine Nature Center, 11201 Garrison Forest Road, Owings Mills, MD 21117 or email [HR@ExploreNature.org](mailto:HR@ExploreNature.org)

Please note: Employment is contingent upon completing and passing a criminal background check

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.