



Audubon Center of the North Woods

Experience Your Environment

Job Title: Operations Director

Reports to: Executive Director

Direct Reports: (5) Food Service Manager, Land & Buildings Manager, Marketing & Communications Manager, Finance Manager, Receptionist

Classification: Full-time, exempt, benefits-eligible

About the Audubon Center of the North Woods (ACNW):

The Audubon Center of the North Woods is a nonprofit residential environmental learning center located near Sandstone, MN. Our 780 acre campus of diverse natural beauty, along with dormitories, offices, dining hall and learning spaces provide an incredible setting for our more than 15,000 participants each year. ACNW's mission is to instill a connection and commitment to the environment in people of all communities through experiential learning.

Candidate Profile:

A strong candidate for the Operations Director position is a professional with a proven track record who will excel in managing staff, leading smoothly and efficiently run departments and operations overall, and possess a strong financial background. This candidate will understand the need to build healthy and strong relationships with direct supports, helping them achieve their and the organization's goals. The candidate's excellent written and oral communication, critical thinking, collaborative ability and problem-solving skills reflect a strong management & business acumen. The individual will demonstrate dedication to the mission, vision & values of ACNW through their actions and words with staff & constituents.

Position Summary:

The Operations Director is a full-time leadership position at ACNW. This position will work in partnership with the Executive Director and Program Director to create a positive and productive workplace culture. The Operations Director will supervise positions in multiple departments including administrative, food service and facilities. This position is responsible for overseeing operations in all three of these departments, and work collaboratively with the Program Director to ensure excellence is met in all areas of the organization.

Responsibilities:

- I. Operations & Administration (66%)
 - Supervision and oversight of Food Service Manager, Land & Buildings Manager, Marketing & Communications Manager, Financial Manager and Receptionist
 - Strategic Input - work with Board, ED and Program Director in the development of strategic plans for operational activity

- Risk Management- oversee organizational safety policies and manual. Monitor adherence to rules, regulations and procedures
 - Oversee Customer Relations Database (CRM) implementation and usage
 - Maintain office records (grants, contracts, accounts)
 - Oversee office supplies purchasing and inventory
 - Oversight of gift shop
- II. Financial (18%)
- Oversee Financial Manager and all accounting and financial activities including quarterly financial reports, cash flow, forecasting and annual audit
 - Assist in development of organizational budget and monitor departmental budgets
 - Provide support to Executive Director, Governing Board, Charter School Division and supervisors pertaining to finance and operations
- III. Human Resources (7%)
- Administer employee benefits (Medical, Dental, HAS, Simple IRA, Unemployment)
 - Update Employee Handbook & Personnel Files
 - Background checks
- IV. Insurance (5%)
- Handle Applications/Claims- Property/Liability/Auto, Directors & Officers, Workers Comp, Volunteer
- V. Board Work (4%)
- Prepare Board materials including meeting packets, directory, onboarding materials
 - Attend Board meetings

Requirements and Qualifications:

- Passion for the environment, education and conservation
- Bachelor's Degree in financial management, accounting, human resources, business administration, nonprofit leadership or related field
- Minimum five years work experience with employee supervision, customer service, departmental management and financial/accounting experience
- Proficient in Quickbooks, MS Word, Excel and Powerpoint
- Outstanding management skills
- Strong verbal and written communication skills
- Non-profit experience preferred
- Hospitality profession experience preferred

Compensation:

- Annual Salary of \$38,000-44,000
- Health, Dental and Vision Insurance plans
- Simple IRA match
- 10 annual floating holidays
- 3 weeks annual PTO
- Professional development opportunities
- Opportunity to work in a beautiful setting