

Operations Manager

Natural Resources Foundation of Wisconsin

Posted: December 17, 2018

Deadline: January 31, 2019

Location: Madison, Wisconsin

Reports to: Executive Director

Classification: 50% -75% FTE, Salary



The Operations Manager is an experienced professional responsible for managing the operations of a small, but growing nonprofit organization dedicated to connecting generations to the wonders of Wisconsin's lands, waters, and wildlife through conservation, education, engagement and giving. The Operations Manager oversees human resources, benefits and payroll administration, finances, risk management, software conversion, technology support, endowment and spend down fund operations, software and institutional administration.

PRIMARY RELATIONSHIPS

- Works closely with the Executive Director to coordinate the organization's operations
- Works with other staff to ensure that the operational needs of the organization are satisfied

RESPONSIBILITIES

- Human resources: onboarding and off-boarding personnel, maintaining confidential personnel files, emergency contacts, worker's compensation plan, and employee manual
- Benefits administration: administrating the 403 (b) retirement plan, maintaining and managing the health insurance group plan, life insurance plan, and long/short-term disability insurance plans
- Payroll administration: annual set up, bi-monthly payrolls, updates to deductions and reimbursements, maintaining salary history records, approving PTO requests/carryover, and timesheet approval
- Finances: printing checks, reporting in-kind donations to accountants, overseeing of the processing of invoices and deposits, sending out escrow fund reports, assisting with the development of the budget, and with our accountants updating the accounting manual
- Risk management: reviewing, maintaining and managing the business owner's insurance policy and director and officers' insurance policy, ERISA policy, unemployment reserve fund
- Software conversion: project managing the final steps of our CRM software conversion to Microsoft Dynamix (please ask for details)
- Tech support: providing technology support within the office
- Fund holder operations: coordinating new endowment and spend down fund set-ups and ongoing fund administration, reporting, and coordination needs
- Institutional administration: maintaining Wisconsin nonstock corporation certificate, drafting and updating internal policies and procedures, maintaining the Standard Operating Procedures, maintaining compliance with local, state, national regulations and standards.

MINIMUM QUALIFICATIONS

- A problem-solver with enthusiasm for establishing and managing operational and organization systems
- Willing to be a flexible member of a small but effective and passionate team
- Experience providing tech support
- Associates degree or Administrative Associate degree
- Three or more years of similar operations experience

BENEFITS

- Paid time off 16 days pro-rated to the % FTE
- Ten paid holidays pro-rated to the % FTE
- At 60% FTE the Foundation pays the pro-rated amount of 75% of individual health insurance premium
- At 75% FTE the Foundation pays 100% of life, short-term and long-term disability insurance
- Two paid field trips
- 4% contribution towards 403(b) retirement plan
- Flexible Spending Account
- Madison Metro Bus Commuter Pass
- We encourage life-long learning and support ongoing professional development

TO APPLY

In one document, submit cover letter, resume, three references, and an example of a work product to:

Ruth Oppedahl

Executive Director, Natural Resources Foundation of Wisconsin

ruth.oppedahl@wisconservation.org

In the subject line of any electronic communication, please put "Operations Manager Position."

Applications will be accepted until January 31, 2019

At the Natural Resources Foundation of Wisconsin, we have a clear vision to be the place where a diverse mix of talented people want to come, to stay, and do their best work. The Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Natural Resources Foundation of Wisconsin

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