



**Job Title:** Operations Manager  
**Employee Summary:** Full-time, exempt, regular position  
**Reports to:** Executive Director

## Who We Are

Founded in 1916, Seattle Audubon is an independently incorporated chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. We maintain a current staff of 10 and reach a local membership of approximately 3,000 households. [Our strategic plan](#), *Cities at the Center*, has articulated goals within the themes of urban conservation, [equity](#), and resilience. Furthermore, in *Cities at the Center*, Seattle Audubon released new [mission, vision, and values statements](#), affirming our 21<sup>st</sup>-century identity as an urban conservation organization.

Our staff is a tight-knit group of bird and nature enthusiasts, with a special affinity for eating exotic potato chips around the office picnic tables on sunny (and not-so-sunny) days. Everything we do is for the benefit of our mission for people and birds, but that doesn't mean that we can't have a lot fun along the way. We regularly drop everything to look at cool bugs in our native plant garden and dash outside with our binoculars when a rare bird calls.

## Who You Are

You prefer to be behind-the-scenes, rather than in the spotlight, but have a seat at the table where decisions are made. You're organized and like to think about systems and processes. You have at least 5 years of experience in bookkeeping, operations, and/or benefits administration, and know your way around a Microsoft Excel spreadsheet—you love spreadsheets. You're also a big fan of QuickBooks Online and know how to use it (for good, not evil.) In fact, in the software department, there is little that intimidates you, from point-of-sale software to content-management systems, you've seen it all and are quick to pick up new skills. You also understand IT infrastructures and enjoy interfacing with contractors to keep everything in tip-top shape.

Proactive planning to ensure that everything runs smoothly is important to you. You enjoy working in a team-based, mission-driven environment and can create a welcoming space for people of all backgrounds and lived experiences. You have experience as a supervisor and provide the necessary support for your colleagues to do their best work. You are willing to engage in ongoing anti-racism training in support of the organization's values of equity, diversity, and inclusion. You manage your time well independently and are comfortable navigating conflict and stress with grace under pressure. At the end of the day, you always have a positive attitude, integrity, and a sense of humor.

## About the Position

The goal of the Operations Manager is to assure the smooth operation of Seattle Audubon by deft handling of routine financial and personnel management as well as administrative responsibilities concerning the building, grounds, equipment, and infrastructure.

This position is located at the Seattle Audubon Nature Shop in Northeast Seattle, adhering to strict COVID-19 safety protocols. Occasional evening and weekend work will be required. People of color, women, LGBTQIA+, and other applicants from historically underrepresented groups are encouraged to apply.

## Duties and Responsibilities

The Operations Manager is responsible for the daily operations of Seattle Audubon as outlined below. The Operations Manager will also oversee Nature Shop activities and supervise the three Nature Shop staff.

Specific activities and estimated % effort include, but are not limited to:

### **Finance** (55%)

- Responsibility for the accuracy and timeliness of accounts payable/receivable/reconciliation (review, prepare bills and checks, record)
- Responsibility for the accuracy and timeliness of processing payroll
- Create cash deposits as determined by policy and consultation with the ED
- Support creation of month-end reports for Board, staff (including grant support), and 990-preparation (in concert with the Accountant, Treasurer and Executive Director)
- Facilitate the annual audit
- QuickBooks Online record-keeping and reconciliation
- Support the Finance Committee operations
- Regular coordination with contract accountant to assure accurate and timely reporting
- Prepare tax statements and arrange all payments
- Create budget reports
- Work with Executive Director and Board Treasurer to accurately populate annual budget

### **Administration** (30%)

#### *Staff*

- Provide human resources management (includes paperwork generation and storage, new-hire orientation and maintenance of Employee Handbook)
- Manage and administer employee benefits (health, dental, vision, retirement, SDL, LDL, PFML)
- Manage and administer insurances, including liability, certificates, D & O

- Assure for emergency preparedness with supplies and drills as needed

#### *Building/IT*

- Ensure smooth operation of the facility including the building and equipment (including sprinklers, alarm, phone, copier, computers)
- Be sure that the grounds (garden) meet the priorities as defined – security, pest reduction, demonstration garden
- Manage non-website content IT, using contractors as budgeted, assuring that staff have current software and hardware for optimal productivity
- See to building cleanliness through use of contractors as budgeted and staff as agreed to
- Manage capital and infrastructure projects when defined
- Maintain supplies

#### *Administrative support*

- Assist in maintenance and alignment of Seattle Audubon governance documents, policies, and manuals
- Be point-of-contact for Seattle Audubon Publications' authors and distributors
- Support Executive Director as needed

#### **Nature Shop (5%)**

- Working with The Nature Shop staff to provide exemplary service to the Shop volunteers and customers while achieving budgeted revenue goals
- Provide supervision to the Nature Shop staff
- Assure that The Nature Shop participates fully in achievement of the strategic plan

#### **Volunteers (5%)**

- Work with Community Engagement Manager on operations (building and garden) and Nature Shop volunteer needs

#### **Organization Related (5%)**

- Participate in staff meetings and activities
- Direct the Records Management Policy
- Support onsite events as needed
- Utilizing volunteers, manage lending library donations and maintain collection database
- With the Executive Director, lead response on regional health and environmental catastrophes, including COVID-19 pandemic

## Salary & Benefits

The expected salary range for this position is between \$50,000 - \$55,000 per year, commensurate with experience. Seattle Audubon also prides itself on being a family- and pet-friendly workplace, and encourages a healthy work-life balance among employees.

We offer a competitive benefits package, including:

- medical insurance
- dental insurance
- vision insurance
- life insurance
- socially responsible retirement plan with 3% matching (after one year)
- accrual of up to 14 vacation days in first year
- 13 annual holidays
- short-term disability insurance
- long-term disability insurance
- compassionate bereavement leave
- Up to 24 days of qualified sick time

## Equal Employment Opportunity Employer

It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity or gender expression, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical, mental or sensory disability, protected veteran status, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.

## How to apply

Qualified applicants should submit a cover letter and resume as one (1) combined electronic PDF file to [jobs@seattleaudubon.org](mailto:jobs@seattleaudubon.org) with Operations Manager in the subject line OR submit paper versions of these documents mailed to or dropped off at Seattle Audubon, 8050 35<sup>th</sup> Ave NE, Seattle, WA 98115. No phone calls please. For priority review, please apply by July 1, 2021. Earliest start date is Sept. 1, 2021. Subsequent applications will be reviewed on a rolling basis.