



## Vermont Woodlands Association

### Job Description

**Position:** Operations Manager

**Reports to:** Executive Director

**Classification:** Part-time (less than 30hrs/week)

Vermont Woodlands Association (VWA) is seeking to hire an Operations Manager to grow our team which supports private woodland owners and managers in the stewardship, use, and enjoyment of Vermont woodlands. We are looking to hire someone who will oversee daily operations, manage membership communications, and ensure smooth financial administration for our small non-profit organization. The ideal candidate will bring strong organizational, financial, and communication skills to support the organization's mission of sustainable forest stewardship.

*Vermont Woodlands Association is a 501(c)(3) nonprofit whose mission is to educate and advocate for the practices of productive stewardship, use, and enjoyment of Vermont's woodlands. We achieve our mission by delivering programs for landowners, the public, and policy makers that support forest health, forest economy, wildlife habitat, recreation, and enjoyment of forests for today and for generations to come. Vermont Woodlands is a member centered organization that has been serving Vermont's woodland owners, managers, and supporters for over 100 years.*

#### **Administration:**

- Oversee daily operations, ensuring smooth functioning of all organizational activities
- Provide general support to the Board of Directors, including scheduling, disseminating meeting materials

#### **Membership Management:**

- Oversee membership communications and maintain accurate contact information for members, including different membership levels, counties, county foresters, and professionals
- Manage membership renewal processes and provide assistance to members
- Support members events, outreach campaigns, and recognition initiatives
- Maintain and update contact lists, e-newsletters, and other membership-related records

#### **Financial Management:**

- Provide grant administration, including tracking grant expenditures, submitting reports and ensuring compliance with grant requirements
- Process expenses and invoices, ensuring accuracy and timely payment

- Perform monthly reconciliation of financial records and assist in financial reporting and budgeting as needed
- Maintain accurate financial records, including budgeting, forecasting, and financial reporting
- Handle accounts payable/receivable, payroll, and ensure compliance with financial policies and procedure.
- Assist with annual audits and prepare financial reports for the Board of Directors

**Communication:**

- Develop and implement communication strategies to support the organization's goals and mission.
- Manage organizational communications, including monthly e-newsletter, quarterly print/digital newsletter, social media, website content, and press releases
- Collaborate closely with Executive Director and Landowner Outreach Specialist

**Qualifications:** The ideal candidate for the Operations Manager role thrives in a collaborative work environment, is self-driven, detail-oriented, and is interested in supporting sustainable stewardship of Vermont's working forests. Desired qualifications include:

- Bachelor's degree in business administration, non-profit management, or a related field.
- 3+ years of experience in a similar role, preferably in a non-profit organization.
- Strong financial management skills, including experience with budgeting and accounting software.
- Proficiency in Microsoft Office Suite, QuickBooks Online and experience with member management software.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication, organizational skills, attention to detail, and ability to manage many concurrent projects in a busy environment
- Cooperative and communicative attitude as well as strong interpersonal skills
- A valid driver's license is necessary as some travel is required
- Photography, graphic design, and/or website development experience preferred but not required
- A commitment to the mission of the Vermont Woodlands Association

**Salary & Benefits:** This is a part-time position (less than 30 hr/week), with a flexible schedule, and the potential to move to full-time. Pay is based on experience. This position will be based out of our new office space in the Montpelier/Berlin/Barre area.

**To Apply:** Please send a cover letter and resume to [director@vermontwoodlands.org](mailto:director@vermontwoodlands.org). Application review will begin October 1<sup>st</sup>. This position is open until filled and is expected to start December 1, 2024.