

Grow Native Massachusetts

Every garden matters - Every landscape counts®

Manager of Operations

Our Mission: *We inspire people to action across the Commonwealth, on behalf of native plants and the diversity of life they support.*

Grow Native Massachusetts is a vibrant and growing nonprofit founded in 2010 that promotes the importance of native plants and ecological landscaping across the Commonwealth. We deliver great programming made possible by our active and engaged board, two paid staff, and a strong volunteer base. Key responsibilities of the Manager of Operations are focused on day-to-day nonprofit administration, fundraising, and member engagement. Working collaboratively with our Program Coordinator, s/he will also have an important team role in running programs. The job requires working closely and collaboratively with our President, Founder, and Board on planning and strategy, and a desire to take active responsibility and be “hands-on” in getting the work done, whatever it entails. The successful candidate will be very well organized, good at managing and running events, enjoy working with people, and enthusiastic about raising the funds necessary to achieve our mission and run our programs. This is a great opportunity for a talented professional who cares about ecology and biodiversity to further develop skills in nonprofit management and organizational development. We have accomplished much in our first seven years, and we look forward to this person taking a leadership role in our growth for years to come.

Nonprofit Management and Administrative Responsibilities:

- Establish high professional standards for all office functions— from responding to the needs of members and the public, to the careful keeping of all organizational records and information.
- Work closely with the President, Treasurer, and bookkeeper to manage expenditures within the Board-approved annual budget. Prepare and make bank deposits. Carefully monitor expenses and ensure the accuracy of all financial transactions and records.
- Work closely with our President on preparation for board meetings. Submit annual nonprofit filings to the IRS and the Commonwealth of Massachusetts.
- Effectively utilize our Salesforce CRM database as a critical tool for managing donations and memberships, program and event registrations, and relations with all of our constituencies.
- Update GuideStar listings and other public records that are important to demonstrating our program and mission effectiveness, and our value as a public charity.
- Administer lease and insurance renewals. Negotiate and maintain vendor relationships.
- Develop materials for our Annual Report. Complete periodic mailings utilizing our CRM database and mail merge programs.

Fundraising Responsibilities:

- Set and meet annual giving targets for a growing membership and individual donor base that contributes about one-half of our annual operating budget. Write compelling appeal letters. Ensure that all donor acknowledgements are timely, welcoming, and genuinely appreciative.
- Build relationships with our members and donors that further connect them to our mission and programs, cultivating their engagement and ongoing support. Take the lead role in organizing numerous member/donor events, including the Annual Dinner. Develop and manage new events that engage our members as partners in supporting our programs.

- Expand our corporate fundraising efforts, especially membership support solicited from landscape professionals and related ecological businesses.
- Work with the Board on foundation fundraising. Seek opportunities for new foundation funding. Write periodic grant proposals and reports.

Program Responsibilities:

- Work cooperatively with the President, Board Committee Chairs, and Program Coordinator on plans and strategies for all current programs, as well as the development of new programs.
- Run the annual *Native Plant Sale* in partnership with the Program Coordinator, an event that offers the public an exceptional selection of native species for sale and raises significant funds. Responsibilities are centered on event planning and logistics, and recruiting and training the 25-30 volunteers who work over multiple days to organize and staff the event.
- Work with the Board and Program Coordinator in the development of our new *Demonstration Garden*, as a tool for learning about native plants and ecological stewardship.
- Help to manage and staff our *Evenings with Experts* public lecture series, our growing *Workshops* program, and many other outreach programs and events. These require attention to logistical detail and working effectively with a variety of constituents— colleagues in the field, board members, our many volunteers, and the public.
- Take a lead role in developing our volunteer corps overall, so that volunteers are well-supported and effective team members for program delivery in a variety of settings.
- Be an articulate spokesperson for our mission and work in all settings. Develop persuasive written materials that effectively describe our programs and accomplishments.

Qualifications:

We seek someone who is self-motivated, and able to work without constant supervision— while also comfortable taking direction from our President and Founder. S/he must have a belief in our mission and commitment to the importance of native plants to local ecosystems. Essential tangible skills include:

- excellent writing skills;
- attention to detail in managing operations and a habit of being highly organized;
- experience in a nonprofit work environment, with fundraising experience highly desirable;
- honesty, integrity, and a dedication to careful fiscal management;
- strong team and relationship-building skills, one who enjoys working with people;
- computer literacy; proficiency with MS Word and Excel; comfort in a Mac environment;
- interest in ecology and horticulture.

Candidates should have at least 5 years of professional experience in a position of responsibility. Bachelor's degree required; master's degree in a relevant field is a plus.

Work Schedule and Requirements: This is a full-time exempt position requiring 40 hours per week including occasional evening or weekend events. For candidates with particularly strong skills and experience who are seeking more flexibility, we will consider modifying the position to $\frac{3}{4}$ time.

Salary: \$45,000–60,000 plus benefits, including paid vacation, holiday, and sick time.

To Apply: Please e-mail a résumé and cover letter to jobs@grownativemass.org. Due to the volume of résumés received, we are unable to respond to all applicants. Those selected for interviews will be contacted promptly.