

## **Manager of Operations & Outreach**

**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 dynamic nonprofit catalyzing a 21<sup>st</sup> century approach to conservation that promotes the importance of careful environmental stewardship on all lands, large and small. We work to engage all people as advocates for native plant landscapes and in greater understanding of the ecological processes that sustain life as we know it. We run a diversity of exceptional programs serving a broad constituency— from a widely esteemed public lecture series, to one of the largest native plant sales in New England, to community-oriented programs that facilitate action at the local level. Our operations depend upon our committed board members, a small staff, and a strong corps of more than 50 active volunteers. With a continually growing membership across the state, we are a community of people who enjoy the camaraderie of working together, motivated by our shared sense of mission and our enjoyment in learning from one another.

### **The Position**

This is a great opportunity for a skilled nonprofit professional to develop as a senior leader in a position of responsibility, in an organization committed to conservation strategy with a community focus. We seek someone passionate about our mission who will help us continue to grow as we enter our second decade. He/she will take a lead role in managing operations overall in the context of a team environment, and be responsible for executing the details of running a small nonprofit office. Working closely with the board of directors, this person will take a lead role managing our annual budget of \$200,000. In collaboration with our Manager of Programs and board, she/he will plan and run events while building strong relationships with our 700 active members and the public. Good writing and communication skills will be important to the diversity of job functions that include both administration and outreach. The successful candidate will readily take initiative, while also being a team player who enjoys working in partnership to get things done.

### **Key Responsibilities:**

- Overall management of day-to-day office operations, ensuring a high level of professionalism in all functions, from nonprofit administration to interactions with members and the public, and the running of events and programs. Perform associated administrative duties: office management; supervise our bookkeeper and IT consultant; maintain financial and legal records; ensure that annual nonprofit filings are completed accurately and on time.
- Run a professional volunteer program, through which we use over 50 volunteers each year, from assisting with programs— including the *Native Plant Sale*, *Evenings with Experts*, *Demonstration Garden* and others— to assisting in the office with mailings or other administrative projects. Recruit, retain, and manage these volunteers in the context of our strong culture of community support in which our members are our volunteers.

- Generate enthusiasm for and manage member events, including the annual *Supporting Donor Reception, Leadership Circle Ramble, and Annual Dinner*. Work with board and staff to develop event focus and content. Execute outreach, planning of details, and running the events.
- Develop strong relationships with our members, both individuals and organizations. Communicate clearly with these constituencies through written appeals, donor acknowledgements, and in-person conversations. We approach fundraising as a team; take a lead role organizing this team effort and in ensuring the follow-through necessary to reach our goals.
- Manage the annual *Ecology Challenge*, a combined mission-oriented service event and social media fundraiser with participating members raising funds and helping with a defined service project.
- Serve as the key staff liaison to the board of directors, working closely with the President and the Founder, and with board Committee Chairs. Help organize board and committee meetings, create and develop meeting documents, keep appropriate board meeting minutes and legal records.

**Key Skills and Qualifications:**

- Passion for work in the environmental field and a strong interest in native plant landscapes as an important tool for conservation and protecting biodiversity in the 21<sup>st</sup> century.
- An inherent habit of being very well organized, attention to detail, and an ability to prioritize the most important goals.
- Strong communication skills, both oral and written. An ability to communicate clearly and effectively about our mission and programs, and to motivate engagement with our work.
- Nonprofit experience strongly preferred, with a track record in program, event, or general organizational management. Bachelor’s degree required.
- Comfort in working with budgets, numbers, and tracking both program and financial data.
- Good supervisory and people skills, especially for managing and organizing the work of volunteers, interns, and consultants.
- Strong computer skills. Facility for learning and using our CRM database (Salesforce) as an essential management tool and the heart of our organizational memory.
- Fundraising and development experience is a plus.

**Position Details:**

This is a full-time exempt position requiring 40 hours per week, including occasional evening or weekend events. This person will report to the board President and the Founder, who jointly share organization leadership.

**Salary & Benefits:**

Salary is commensurate with experience. We offer excellent benefits including a significant contribution toward the cost of health insurance, 3 weeks paid vacation, additional holidays and sick days.

**To Apply:**

Please send a cover letter and résumé to [jobs@grownativemass.org](mailto:jobs@grownativemass.org).

*Grow Native Massachusetts is an equal opportunity employer. We value cultural diversity in our workforce.*