



Michigan Nature Association

Protecting Michigan's Natural Heritage Since 1952

2310 Science Parkway, Suite 100
Okemos, MI 48864
866.223.2231

Operations Director

The Michigan Nature Association, a statewide land conservation organization headquartered in Okemos, Michigan, is seeking exceptional candidates for our Operations Director position. Reporting to the Executive Director, the Operations Director is a key member of the senior management team and leads the administrative, financial, risk management, reporting and compliance functions at MNA. Core responsibilities include: tracking and reporting performance measures tied to MNA's strategic plan; development and implementation of control systems designed to protect MNA's assets, including its nature preserves, investment portfolio, facility, personnel, and reputation; and reporting accurate financial and operational results.

Responsibilities

Operations

- Participate in key decisions as a member of the senior management team;
- Assist in formulating the organization's future direction and supporting initiatives;
- Develop and implement project management techniques, including performance measures that support the organization's strategic direction;
- Oversee donor tracking and member services;

Finance

- Manage the capital and operating budgeting processes;
- Manage the finance/accounting;
- Manage any third parties to which the above functions have been outsourced;
- Oversee the organization's transaction processing systems;
- Monitor cash balances, cash forecasts and banking relationships;
- Maintain appropriate internal financial controls and assist in the development of the external audit and IRS Form 990;
- Manage MNA's office facility, including leases and building maintenance contracts;
- Assist in the prudent investment of MNA funds.

Risk Management

- Understand and mitigate key elements of the organization's risk profile;
- Develop and monitor reliable safety and control systems for MNA's facility, employees and volunteers;
- Maintain appropriate insurance coverage;
- Ensure that MNA complies with all legal and regulatory requirements;
- Ensure that record keeping meets the requirements of independent auditors, government agencies and Land Trust Accreditation Commission;
- Serve as liaison to independent auditors and investigate their findings and recommendations.



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Human Resources/IT

- Develop workforce staffing, workforce training, and succession plans;
- Coordinate the performance review process;
- Oversee the selection and administration of employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package;
- Oversee the acquisition and maintenance of computer systems and information technology;
- Manage any third parties to which the above functions have been outsourced.

Desired Qualifications

- Demonstrated leadership, including five years of experience nonprofit management;
- Bachelor's degree in a related field;
- Excellent written and oral communication skills;
- Ability to track and create financial statements using Quicken or other accounting software;
- Familiarity with the principles of nonprofit accounting;
- Knowledge of and commitment to MNA's mission;
- Proficiency in with Word, Excel, Access, PowerPoint and other general business software programs.

Compensation

Salary will be commensurate with education and experience. Position offers a flexible schedule, health insurance benefits (with certain co-pays), life insurance, disability insurance, paid vacation, and a 403(b) savings plan.

To Apply

Resumes and supporting materials accepted until December 6 or the position is filled. Please send cover letter including salary requirements, resume, at least one relevant writing sample, and at least three professional references to Garret Johnson, Executive Director, via email to gjohnson@michigannature.org or by mail to Michigan Nature Association, 2310 Science Parkway, Okemos, MI 48864.

The Michigan Nature Association is an Equal Opportunity Employer