

Job Title: WILDLIFE LEADERSHIP ACADEMY OPERATIONS MANAGER

Position Structure: YEAR ROUND: Part-time 15-20 hours per week in office; work week hours/days can be flexible but need to be consistent. Work from home can be coordinated as appropriate due to Covid-19. SUMMER FIELD SCHOOL SEASON + OTHER EVENTS: Some hours will be used to support on-site field school (summer camp) and weekend event operational needs including working some weekend days

Office Location: Lock Haven, PA; summer field school location is off-site (near Lamar)

Reports To: Executive Director

Salary: Hourly wage, dependent on experience. Travel costs, other than regular commutes to the office, will be reimbursed.

APPLY AT: <https://wildlifeleadershipacademy.org/employment/>

WILDLIFE LEADERSHIP ACADEMY OVERVIEW

The Wildlife Leadership Academy is a 501(c)(3) non-profit whose mission is to engage and empower high school age youth to become Conservation Ambassadors to ensure a sustained wildlife, fisheries and natural resource legacy for future generations. This Academy experience begins with our Conservation Ambassador training for high school students, which includes attending rigorous 5-day residential summer field schools taught by leading natural resource professionals that focus on wildlife/fisheries conservation, as well as leadership skills development. Equipped with knowledge and skills, through the next year, students serve as Conservation Ambassadors in their communities, giving back through education, service, media engagement, the creative arts and outdoor mentorship. As students grow with the Academy, they explore career possibilities via professional conferences and college visit days, gain work experience via our summer field schools, and engage in professional development through our Academy Alumni Network.

POSITION SUMMARY

The Wildlife Leadership Academy Operations Manager will have a breadth of responsibility in managing the administrative operations of accounting, fundraising and development, personnel paperwork management, and providing a risk-management and logistical support for programming. The Operations Manager will oversee day-to-day responsibilities for all accounting functions of the organization based on non-profit financial accounting standards, allocating of grant funds based on grant budgets/agreements, and communicating regularly with our outsourced accounting firm to ensure accuracy of financial reports. In addition, you will be responsible for processing all donations including managing donor information and entering accurate information that mirrors the financial coding. The Operations Manager will be responsible for processing receivables including tuition, paying bills, invoicing, and paying contractors. To support field school, you will administrate staff hiring, manage risk management compliance, process paperwork for the field school season, and support program preparation in coordination with the Youth/Alumni Outreach Manager.

WHAT YOU BRING

You have a strong background in bookkeeping. You will collaborate with our Executive Director and external accounting team to ensure timely and accurate financial reporting.

You have a high attention to financial details. You will maintain income/expense coding at multiple levels including functional allocations for all transactions, deposits, and income; the financial coding will be mirrored in the donor database.

You enjoy personnel management and program logistics. You will manage on-boarding of staff and participants and risk management protocols and support logistics needs for the field school and other event operations.

You are comfortable with a variety of tech platforms. As a progressive team, we rely heavily on online project management and data analysis tools which you will use daily such as Little Green Light, MS Suite, Adobe Suite, Dropbox, Typeform and Zoom.

You are highly organized. You will streamline and organize all internal files, contracts and documents for quick access and logical storage.

You are highly collaborative. You understand that finance and operations are essential supports for achieving our organizational goals. You invest in learning about our programs and collaborating with staff to design operations that facilitate their work.

You appreciate the culture of summer camp. You understand what it means for youth and adults to make connections that last a lifetime through the shared experience of summer camp. You also understand that the safety of our staff, volunteers, and participants is of the utmost importance.

ADDITIONAL QUALIFICATIONS

Relevant experience in business, finance, operations or related field.

A working knowledge of Financial Accounting Standards, particularly for non-profits.

The ability to embed organizational values and an equity lens into operating practices.

Experience working with and/or managing on-boarding of personnel.

Demonstrated ability to work with diverse personalities, and a wide variety of professional backgrounds and experiences.

An enthusiastic approach to problem prediction and problem solving.

Ability to multitask, meet deadlines and innovate new systems as needed.

Strong oral and written communication skills.

YOUR RESPONSIBILITIES

Financial Management

- You will manage the overall accounting and bookkeeping, including accounts payable and accounts receivable, inventory, and banking.
- You will work closely with the Executive Director to account for revenue for all development initiatives, including but not limited to creating and monitoring all grant budgets and grant related financial information; and processing and tracking all forms of donations.
- You will review financial reports with outsourced accounting firm including monthly financials P&L, Balance Sheet, cash flow, grant allocations, and grant report financials for funders.
- You will interface with third party accounting personnel to coordinate monthly, annual financial reports, audits and oversee all 990 reports.
- You will manage summer staff agreements and instructor contracts and coordinate with third party accounting personnel to facilitate payroll.
- You will work closely with the Executive Director on the annual budget and any auditing processes.
- You will provide administrative assistance, including oversight of facility contracts, and establishing and managing vendor accounts and relationships.

- You will assist with updates/renewals to the organizations insurance policies including Workers Compensation.

Donor and Participant/Alumni/Participant Data Management

- You will input and track in Little Green Light donations, donor demographics, alumni info updates, and, annually, new participant information.
- You will develop and mail donor thank you letters/receipts for seasonal and annual campaigns (with support from the Executive Director).
- You will create mailing lists and other reports via Little Green Light as needed for fundraiser/event mailings.
- You will update alumni/new participant information as needed.

Health Care / Risk Management Coordination and Orientation

- You will for review, update, and prepare staff risk management related materials including emergency procedures, field school rules and policies, and the Academy's Child Protection Policy (to be aligned with state laws).
- You will work with the Executive Director, field school facilities managers, health care coordinators to update and implement protocols for Covid-19.
- You will manage an up-to-date database with clearance information in accordance with the Academy's Child Protection Policy, PA State Law, and insurance requirements / follow up with those who need clearances updated.
- You will lead field school orientation section addressing risk management.
- You will review participant health care histories, entering appropriate information into the database, and communicating generally with the health care coordinator about any major issues before field school.
- You will review, update and coordinate with a local doctor's office to review "standard orders".

Program Logistics Support

Pre-field School

- You will book summer rental vans, applying for special permits, acquiring on-loan telemetry equipment, confirming field school dates with facility and caterer.
- You will oversee tracking, inventorying, and ordering all field school materials before and during the field school season – included medical supplies, kitchen supplies, WLA swag, educational supplies, field supplies, computers, and more.
- You will maintain organization of materials in the office, the trailer, and while at field school and re-organizing after field school season – includes packing and unpacking the trailer when necessary.
- You will prepare meal numbers for each field school and communicate with the caterer about these numbers and any allergies and/or diet needs.
- You will assign instructor cabins and communicating with the facility about needs for number of cabins and coordinate staff room assignments.

AT-Field School Logistics

- You will coordinate housing assignments for participants, instructors and staff including placing appropriate signage.
- You will make sure all staff and volunteers have the appropriate materials, supplies and swag including apparel, field school materials, and orientation materials.
- You will ensure the staff Leadership Team has all needed risk-management materials including youth/parent, adult mentor, and instructor arrival and departure paperwork.
- You will ensure the Health Care Coordinator has the appropriate materials.

- You will work with the Director to be the liaison between the Lead Coordinator, the Health Care Coordinator, the Camp Host, and the Caterer, about any health care and/or logistical needs (i.e. missing/needed supplies, assisting with parent phone calls, etc.).
- You will work with the Director to be the liaison between the field school and home office including ensuring field school curriculum documents, necessary data (i.e. team names/participants) and digital files are organized and make their way to the appropriate file system once back in the office.

Additional Event and Program Support

- Responsible for managing communications and costs with facilities for other field school events or programming including the Alumni Reunion/Winner's Weekend and any Advanced Educational Trainings.
- Responsible for supporting the logistics of Alumni Reunion/Winner's Weekend and other events including ordering supplies, coordinating timing, etc.

If offered the position, you must complete and/or provide current copies of the following:

- National Background Check (conducted through Intellicorp by the Academy)
- PA State Police Request Criminal Records Check (Act 34)
- PA Department of Public Welfare Child Abuse History Clearance (Act 151)
- Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training

The Wildlife Leadership Academy is an equal opportunity employer and does not discriminate on otherwise qualified candidates on the basis of race, color, religion, national origin, ancestry, sex, age, mental or physical disability, pregnancy, sexual orientation or expression, marital status or veteran stats, or any other legally protected characteristics under applicable federal law.