



FLORIDA NATIVE PLANT SOCIETY

*Preserving, conserving, and restoring the native plants
and native plant communities of Florida*

Job Description: Operations Manager

Are you looking to make a difference and have a positive impact on Florida's environment and ecosystems? We are hiring an Operations Manager to join our small and dynamic team.

About Florida Native Plant Society (FNPS)

FNPS is a nonprofit organization whose mission is to promote the preservation, conservation, and restoration of the native plants and native plant communities of Florida. Established in 1980, we are a membership organization, with over 6000 members across the State. Our programs include education, research, conservation, and policy, delivered by staff, Chapters, and volunteers.

About this position

The Operations Manager will support the day-to-day operations of the Society, ensuring the organization runs efficiently, managing our membership and donor CRM, compliance, internal communications, and customer care. The Operations Manager will also develop and provide systems and support for programs, through volunteer stewardship, grant administration, event planning, and content creation and coordination. The Operations Manager reports to the Executive Director (ED).

Responsibilities Include:

Operations

- CRM database management: data entry, improve data quality, and create reports.
- Donors & Fundraising: support ED with donor communications and stewardship.
- Compliance: support ED with compliance administration, such as insurance, organizational compliance with State and Federal laws, and other reporting.
- Purchasing: coordinate purchasing of supplies, materials, and printing.
- Internal Communications: foster and improve communications between the Society and our chapters and members, including creating content and engaging with chapter leaders and members.
- Customer Care: respond to inquiries from members and the general public in a positive and timely manner.
- External Communications: support Director of Communications with social media, emails, direct external communication, and our website as needed.

Programs

- Grants: support grant program managers with monitoring and reporting.
- Volunteers: support the ED with volunteer management and engagement, including developing new systems and creating new volunteer materials.
- Events: provide logistics and planning support for FNPS meetings and events.
- Program Materials: oversee the production of program materials, such as print materials and digital content.
- FNPS Awards: support Committees with award administration.

Required Education and Experience

- At least 3 years of related work experience.
- Candidates with a bachelor's degree are preferred.

Required Knowledge and Skills

- An understanding and commitment to FNPS's mission.
- Ability to work independently, with proven organizational and administrative skills with attention to detail.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to consolidate data and generate reports.
- Demonstrated knowledge of Microsoft Office required (Word, Excel, PowerPoint).
- Experience with databases and/or CRM systems.
- Experience with website editing.
- Comfortable working online in a virtual office platform in collaboration with team members.
- Ability to organize and manage multiple projects and meet deadlines.
- Ability to work with teams and be available for meetings which may be scheduled after business hours.
- Ability to travel throughout Florida and to work flexible schedules.
- Comfortable communicating with a diverse group of people, including the board of directors, members, donors, volunteers, contractors and the public.
- Represents FNPS in a positive and professional manner and uses discretion in handling confidential information.

Recommended Knowledge and Skills

- Experience with graphics software such as Microsoft Publisher, Adobe InDesign, Adobe Photoshop, or similar professional-standard software is an advantage.
- Experience interacting with non-profit organizations.
- General working knowledge of Florida's ecosystems, native plants and plant communities is preferred.
- Knowledge of native plants and environmental issues local to the applicant.
- Membership and participation in local FNPS Chapter.
- Experience with grant reporting a bonus.

Working Conditions

- Expected to work from a location of their choice within Florida and must have adequate internet and phone connectivity for fulfilling all aspects of the job.
- Ability to work on FNPS events that will occur outdoors, under variable weather conditions, on uneven terrain, and in otherwise challenging field conditions.
- Some lifting (up to 25 lbs.) may be required.
- Some multi-day travel will be required.

Hours of Work

This is a full-time exempt position generally working during standard (8 am - 5 pm) business hours on Monday through Friday, although some after-hours and weekend work will be required (for in-person meetings, events, annual conference, etc.).

Compensation:

- Circa \$42,000 - \$48,000 per year, depending on skills and experience.
- Stipend available for healthcare and / or pension expenses
- Following 3 month probationary period, PTO 20 days per year
- Paid holidays observed by the Federal Government

How to Apply:

Send required materials in a single pdf file to hr@FNPS.org by December 29, 2023.

Please provide:

- Cover letter describing experience and interests, emphasizing the nexus with the requirements of this position.
- Resume.
- Names and contact information for three references (these will not be contacted without your prior notification).

Florida Native Plant Society is committed to integrating diversity, equity, and inclusion principles into our organization. FNPS does not discriminate on the basis of race, gender identity, sex, sexual orientation, marital status, age, ability, ethnicity, political ideology, religion, national origin, and all other classifications protected by federal, state, or local law. FNPS is an equal opportunity employer and encourages applications from members of underrepresented groups.