



Position Announcement – Operations Director/Deputy Director

The Ausable River Association (AsRA), a nonprofit conservation organization with a mission of helping communities protect their stream and lakes, seeks a qualified individual to serve as operations director or, with appropriate experience, deputy director. The position combines detail-oriented organizational skills with creative strategic energy to manage and refine day-to-day operations and partner with the executive director in building resources for planned growth.

With an annual budget of \$900,000 in 2022, AsRA employs 7 full-time staff and 2 contractors. Working in and with our communities, they provide scientific knowledge and practical tools to help everyone protect, restore, value, and enjoy the freshwater ecosystems of the Ausable River watershed. AsRA maintains an office in Wilmington, NY. Staff work from home, from the office, and, in the case of field science staff, at various project sites. The operations or deputy director may work remotely, though some office presence is required.

Position Overview

Status: Full-time, exempt

Salary: \$52,000 – 65,000 anticipated starting range depending on experience, with excellent health, dental, vision, retirement, and paid time off benefits.

Timeline: Applications due by August 31, 2022; interviews in September; start date asap.

Working with the executive director (ED), the operations director shall support – and, in the case of a deputy, oversee – AsRA’s staff and guide day-to-day operations to enhance effective pursuit of our mission. As they gain intimacy with AsRA programs, resources, and operations, they will work with the ED to identify opportunities and anticipate challenges, to review and refine organizational strategy, and to help develop, fund, and implement innovative pathways for AsRA’s growth.

The ideal candidate is a detailed-oriented and highly organized established or mid-career professional. They are interested in being part of a growing organization dedicated to freshwater protection and restoration and working in partnership with Adirondack communities. They will quickly grasp the many moving parts of the organization’s operations and work with staff and the ED to refine and improve these where and as needed. They will use their growing intimacy with the organization’s operations, needs, and potential to work with the ED to identify opportunities for advancing fund development and strategic growth. Outstanding communication skills are essential to this position as is a sense of humor, willingness to listen, ask questions, share ideas, solve problems, and work creatively and critically in service to AsRA and the strong team of staff that make it successful.

Responsibilities:

Lead day-to-day operations and support program managers.

- Ensure that procedures, tools, and services are in place to support AsRA’s staff and contractors and that AsRA operates efficiently.

- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Support AsRA program managers; become intimate with program goals, resources, and constraints to better assist, as needed, to troubleshoot, plan, and execute.
- Oversee development of annual budget and program budgets and tracking on the same.
- Manage board of directors' materials, access to files, and other needs as requested by ED.

Manage internal-facing donor fund development, AsRA events, and oversee grant administration.

- Manage AsRA's donor database working with the ED and bookkeeper to accept, track, and recognize donations.
- Develop a profile of AsRA donors to aid in directing donor outreach.
- Aid in the design and pursuit of the ED's fund development activities.
- Assist program managers in grant management, income/expense tracking, and invoicing.
- Plan and coordinate AsRA's annual Friendraiser. Oversee other AsRA events working with staff to ensure safe and efficient operation and to maximize public engagement.

Support and advise the ED

- Support the role of the ED as primary spokesperson for the organization.
- Working with ED and Board, oversee and update organizational policies as needed.
- Partner with ED to inspire innovation, to ensure an enjoyable, safe, and inclusive work environment, and to creatively guide AsRA's mission, programs, and long-range strategy.

Minimum Qualifications:

- Bachelor's degree in relevant field, Master's preferred.
- 3 to 5 years full-time program building, fund development, and/or management experience in a nonprofit, preferably environmental, conservation, or similar service-oriented organization.
- Passion for our mission and the protection and restoration of streams, lakes, and wetlands in the Adirondack Park.
- Outstanding writing skills and clear, concise communication skills.
- Experience with organizational and program budgeting and management.
- Detailed oriented, self-starter with excellent organization skills and the ability to multi-task.
- Humility, maturity, and situational sensitivity.
- 3 years successful supervisory experience required for deputy candidates.
- Scientific background or training is a plus, especially for deputy candidates.
- Valid driver's license and a reliable vehicle for intermittent work-related travel (mileage is reimbursed).

How to Apply:

Please send a resume, a cover letter describing your interest and addressing the qualifications above, a writing sample, and contact information for three professional references to hiring@ausableriver.org. Applications will be kept confidential on request.

The Ausable River Association is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment. Learn more about our work at www.ausableriver.org.

