



Society for Conservation Biology North America

The North America Section of a global community of conservation professionals

Job Description: SCBNA Director of Operations

The Director of Operations (DO) manages the daily operation of the Society for Conservation Biology North America (SCBNA). The DO works with the SCBNA board and volunteers to further our mission to advance the scientific study and conservation of biological diversity and to strengthen the community of conservation scientists and practitioners in North America. Essential functions and responsibilities include administrative, finance, conference management, governance, and outreach duties as described below. SCBNA is a non-profit organization incorporated in 2016, representing conservation professionals in North America. SCBNA is an affiliate and regional section of the global Society for Conservation Biology and a founding member of the Diversity Joint Venture to increase diversity in the conservation field. The DO is primarily responsible for SCBNA's administrative support and information management, and supports the board of SCBNA, particularly the President and Treasurer, in their work, and reporting to the Board via the Executive Committee. Currently, the DO is the sole SCBNA employee, although additional staff are anticipated as the organization grows. Therefore, the position allows substantial scope for individual initiative, but also requires a high level of self-directed organizational skills, a willingness to work within existing organizational mandates and to collaborate with a wide variety of individuals involved in SCBNA. SCBNA is committed to increasing equity, inclusion, and diversity both within the conservation field and in conservation efforts. A strong commitment to equity and inclusion and to advancing the field of conservation science is required for this position. Familiarity with the Society for Conservation Biology is highly desirable. The SCBNA DO works remotely from home or a co-working facility of their choosing, but must be based in the US.

Administrative (approximately 0.25 full-time equivalent (FTE)):

- Create, maintain, and adhere to procedures for personnel, operations, and grant tracking.
- Work with the SCBNA Board to prepare grant proposals.
- Coordinate fellowship or award programs offered by SCBNA.
- Supervise and exercise managerial responsibility for any other SCBNA employees that may be hired in the future, unless and until an Executive Director position is created.
- Work with the Executive Committee to coordinate any necessary reporting to SCB-Global.
- Maintain a database of files and reports for SCBNA board.
- Other duties and tasks as assigned.

Finance (approximately 0.20 FTE):

- Process accounts payable and accounts receivable, input and track data in accounting software (QuickBooks), and provide monthly documentation to the Executive Committee.
- Act as first point of contact for reimbursement and budgetary inquiries.



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- Monitor activities of grant funded programs to help ensure compliance with donor's requests, and schedule and produce all required financial reports.
- Assist the Board in annual budget creation, monitor finances throughout the year, report to the Board and Treasurer via quarterly and annual statements, and assist in preparation for any SCBNA audit.
- Work with the Treasurer to prepare tax filings, such as IRS Form 990.
- Work directly with the Treasurer to develop the annual budget for consideration by the Board and to administer the approved annual budget.
- Provide quarterly finance reports to the Executive Committee and provide additional budget-related information to Board members upon request.

Conference Management (approximately 0.25 FTE):

- Assist the Board, NACCB planning committees, and local organizers to plan and execute biennial North American Congresses for Conservation Biology (NACCB) and any other SCBNA-sponsored conferences.
- Serve on the Local Organizing Committee for NACCB; report on conference progress to SCBNA Board.
- Attend and serve as representative of SCBNA at NACCB and SCB-Global congresses.
- Track and manage the finances for NACCB and any other conferences and provide regular updates to the SCBNA Board on NACCB finances.

Governance (approximately 0.10 FTE):

- Communicate regularly with President and Executive Committee, and as needed with other Board members.
- Maintain updated Board membership lists; assist in maintaining committee membership lists and records.
- Assist in coordinating and conducting Board elections.
- Assist in scheduling, preparation of agenda, and distribution of minutes for quarterly Board meetings.
- Prepare and manage documents for board meetings.
- Collaborate with the board in strategic and implementation planning.
- Work with the Executive Committee to develop annual DO work plan; prepare periodic self-evaluations.
- Prepare evaluations of other staff when hired unless/until an Executive Director position is established and provide recommendations to Executive Committee about staffing needs.
- The DO is an ex-officio, non-voting member of the Executive Committee and is expected to assist in scheduling, and attend as possible, bimonthly Executive Committee meetings.
- Provide a monthly progress report to the Board.



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Outreach (approximately 0.20 FTE):

- Serve as representative of SCBNA in interactions with other members of the SCBNA community, SCBNA partners and collaborators, funders, and the public.
- Serve as a member of SCBNA and SCB-Global committees as requested by the Board.
- Facilitate local SCBNA chapter development, engagement and planning activities.
- Assist in efforts to further SCBNA initiatives regarding equity, inclusion, and diversity.
- Work with the Communication committee to maintain channels for member outreach, including the SCBNA website, e-newsletter, social media and other communications.
- Work on other writing projects, and annual reports as requested by the Board.

Qualifications:

- A Bachelor's degree and some experience with successful office management and accounting.
- Ability to work independently with little supervision and to collaborate with a wide variety of individuals who carry out various volunteer positions within SCBNA (e.g., board, committees, other volunteers)
- Leadership skills and demonstrated ability to delegate where needed.
- Excellence in written communication, oral communication, and interpersonal skills.
- Computer literate and proficiency with Microsoft Office (especially Excel). Proficiency in any/all of the following highly desirable: QuickBooks; websites; database software; Adobe graphics software.
- Working knowledge of conservation science and ability to communicate with conservation professionals.
- Excellent organizational skills, ability to prioritize work and manage multiple projects simultaneously.
- Ability to maintain confidentiality of personnel data and work with a wide range of people. Demonstrated sensitivity and discretion in all aspects of work.
- Experience in equity and inclusion initiatives or training desirable.
- Must be able to travel to NACCB and other meetings (including international travel).

Salary and Benefits

- Anticipated starting salary is \$50,000-\$53,000, commensurate with experience and flexible for the right candidate.
- Benefits include medical and retirement benefits, paid vacation and sick leave.
- Travel for meetings.
- Professional development training.
- SCBNA is a 501(c)3 not-for-profit entity.

To apply:

Email resume and letter of interest in one PDF document to SCBNA President Elect Karen Root, (kvroot@bgsu.edu). We will begin review of applications on February 15, 2019 and will continue accepting applications until the position is filled.