



The Bee & Butterfly Habitat Fund

A NextGen Conservation Solution

Job Opening: Director of Operations

Full-time

Location: Remote (U.S.- based applicants only)

About the Organization:

The Bee & Butterfly Habitat Fund (BBHF) is a non-profit organization dedicated to establishing high-quality NextGen Habitat projects to help honey bees, monarch butterflies and other pollinator populations thrive. The organization designs and provides pollinator-focused seed mixes for landowners in the United States and recently launched a program to strategically design pollinator habitats within utility-scale solar energy projects.

Key Responsibilities:

This position will report to the Executive Director and work directly with the BBHF Director Team to deliver the organization's operations, administrative needs and organizational mission. This includes day-to-day operations and leadership of several key areas that include:

Employee Management:

- Employee onboarding process, compliance, benefit administration and monitoring.

Financial:

- Track project and personnel expenses and support budget planning for relevant initiatives.
- Create and manage annual and programmatic budgets.
- Work with BBHF accountant to deliver bookkeeping needs: check requests, paying invoices, employee expense reports, bank deposit record keeping, etc.
- Research and identify potential new funding sources.

Administrative:

- Plan and coordinate events for the team including conference registrations and booth fees.
- Set up webinars in zoom, manage registration list, create contact list for email follow-up, and map out future webinar schedule.
- Answer customer service messages, schedule internal zoom meetings, record board meeting minutes, and other admin work as identified.
- Order supplies and promotional materials as needed.

Reports & strategic planning:

- Participate in the development of an organizational strategic plan.
- Develop bi-monthly board update reports and BBHF annual reports.
- Manage new and existing grant funding applications, budgets and progress reports.

Desired Qualifications:

- 2+ years of experience in administrative duties and/or organizational leadership.
- Proficiency using Google suite, Microsoft Office, and other relevant technology systems.
- Ability to meet deadlines and independently solve problems in a fast-paced environment.
- Strong oral and written communication skills.
- Excellent organizational and time management skills. Experience with CRMs is a plus.
- A passion for the environment and/or pollinator health. Experience with nonprofits is a plus.
- Flexibility for occasional travel to events or conferences.

Benefits:

Flexible work from home environment, health, vision and dental coverage, 401k match, PTO/Sick/Vacation Days, initial home office reimbursement and monthly internet stipend.

Compensation:

Based on experience.

Closing Date: May 15, 2023.

Anticipated Start Date: Negotiable

How to apply:

Email a cover letter stating your level of interest in the position and qualifications, resume including three references, and salary requirements to: info@beeandbutterflyfund.org (pdf files preferred).

Equal Opportunity Employment:

The Bee & Butterfly Habitat Fund is an equal opportunity employer. As such, it offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status or any other characteristic protected by law. The BBHF is an at-will employer. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

The Bee & Butterfly Habitat Fund is a 501(c)(3) organization.

www.beeandbutterflyfund.org