



109 West 700 North Valparaiso, IN 46385 phone: 219 242-8558

www.heinzetrust.org @heinzetrust

Connecting Communities to Nature

OPERATIONS MANAGER

Full-time Position Description

POSITION GOAL AND OVERVIEW:

Shirley Heinze Land Trust (SHLT) protects and manages over 2,700 acres in Lake, Porter, LaPorte and St. Joseph Counties in northwestern Indiana. SHLT is seeking an energetic, self-motivated, committed, and skilled individual to take on this new role within the organization. Candidates should demonstrate our organizational values: Conservation; Collaboration; Integrity; Inclusiveness; and Innovation.

The Operations Manager will be primarily responsible for managing the organization's finances, recordkeeping, donor database and human resource administration as well as providing general operations and administrative support to the Executive Director, Board of Directors and other staff. This position reports directly to the Executive Director and collaborates with Board and committee members as well as staff to achieve organizational goals.

Shirley Heinze Land Trust is proud to be an equal opportunity employer. We are committed to building a team that empowers each individual and represents a variety of backgrounds, cultures, perspectives, and skills.

RESPONSIBILITIES:

Oversee bookkeeping in accordance with the Finance Structure Overview and Guidelines and Financial Management Practices. Oversee grant and time tracking system.

Manage the donor database; process donations and gift acknowledgements.

Process checks, credit card and electronic transactions.

Process payroll.

Reconcile credit card and bank statements and run monthly financial reports.

Maintain files as outlined in the Records Retention Policy.

Coordinate Budget & Finance Committee meetings; take and distribute meeting minutes.

Track income and expense trends. Assist with budgeting process.

Maintain and organize human resources files; assist with new hire orientation.

Manage the annual audit process.

Coordinate lists for special campaigns, appeals and mailings.

Assist with grant research, proposals and administration.

Assist with real estate transactions and filing.

Provide general operations and administrative support to Board and staff.

Work with staff to ensure policies, procedures, guidelines and accreditation requirements are implemented.

Coordinate staff meetings and agendas; manage internal communications.

Process incoming and outgoing mail; route mail to staff as appropriate.

Screen and direct phone calls and emails as needed.

Be responsive to donors and volunteers.

QUALIFICATIONS:

Bachelor's Degree (Business or Accounting) or certification with college coursework in Business and Accounting.

Minimum of 2 years' professional experience in bookkeeping and administrative/clerical work.

Proficiency with database management, Word, Excel and QuickBooks.

Excellent office communication and people skills; team player.

Detail oriented, organized and able to manage regular workflow.

Highly organized.

Trustworthy.

TO APPLY:

Please direct inquiries and applications, including resume, letter of interest, references and salary requirements to:



Bonnie Hawksworth, Operations Director
Shirley Heinze Land Trust
109 W 700 North, Valparaiso, IN 46385

Electronic submission is encouraged. Visit www.heinzetrust.org to learn more about the organization.