



## **Operations Manager Job Announcement January 2023**

### **Description:**

Conservation Law Center seeks an energetic self-starter who doesn't mind wearing multiple hats. The Operations Manager must be organized, experienced in handling a wide range of administrative and executive support, and be able to work with minimum oversight. They will provide support on administrative, human resources, accounting, and marketing initiatives when needed, and will be an exemplary ambassador for the organization when interacting with vendors, clients, and collaborators. An ideal candidate will be motivated to gather information, create solutions, and implement action plans where needed to create better office efficiencies.

### **Conservation Law Center:**

The Conservation Law Center (CLC) is a nonprofit public interest law firm with a staff of eight full-time professionals. We are lawyers, advocates, and educators who care deeply about the natural world and people's relationship to it. We work to protect and improve the health, diversity, beauty, and resilience of the planet and defend our shared natural heritage. CLC provides legal support to other conservation nonprofits and works with clients on a wide range of transactional, policy, and litigation matters pertaining to regional, national, and international conservation issues. CLC has particular interest and expertise in issues related to natural habitat protection, conservation easements, the Public Trust doctrine, endangered species protection, and the protection of freshwater ecosystems (especially in the Great Lakes region). While we focus on land, water, and species, climate change is a factor in nearly all the issues we address. CLC was founded in 2005 by attorney W. William Weeks, former EVP and COO of The Nature Conservancy, who currently serves on CLC's board of directors.

CLC also operates the Conservation Law Clinic in partnership with the Indiana University Maurer School of Law. In that capacity, CLC works with student interns on its active projects, advising clients and researching legal and policy solutions on conservation issues. CLC is the only law clinic in the country dedicated solely to conservation issues, and the only public interest environmental law firm in the state.

More information about Conservation Law Center is available at:

<http://www.conservationlawcenter.org>.

**Main Duties:**

- Manage all office maintenance, equipment, and supplies
- Organize and schedule office meetings, Zoom calls, Microsoft Team meetings or conference calls as necessary
- Create and maintain our HR office policies, and track employee benefits
- Responsible for setting up procedures and standards to guide the operation of the office
- Compile quarterly board notes and financials
- Timely management of QuickBooks including entering all revenue and expenses and paying all invoices due
- Creating presentations and print materials needed by staff members and for marketing purposes
- Keeping electronic and paper files organized, making sure they are maintained and current
- Responsible for ensuring the office financial objectives are met by assisting in the preparation of the annual budget and audit for the office, planning for expenditures and carrying out necessary corrections or edits that may arise
- Assist in the planning and execution of any organization events
- Ensure security, integrity, and confidentiality of all organization data
- Answer the phone and general e-mail account and handle all customer inquiries in a timely manner
- Support fundraising campaigns including e-newsletters and direct mail
- Maintain client and donor data across multiple databases
- Make updates to our website as needed

**Essential qualities and skills desired:**

- Proven office management, administrative or assistant experience
- Knowledge of human resources management practices and procedures
- Exceptional attention to detail, time management skills, and ability to multi-task and prioritize
- Proficient in current office technology including MS Office and Adobe Acrobat Pro
- Ability to quickly learn other industry specific and marketing software
- Proficient in QuickBooks with a knowledge of accounting, data and administrative management practices and procedures
- Ability to work quickly and efficiently both individually and in a team
- Excellent verbal and written communication skills
- Outgoing, with good interpersonal skills
- Ability to retain high level of confidentiality
- Solid knowledge of the Microsoft Office suite, spreadsheets, and mail merge functions
- Desktop publishing experience a plus
- Sense of humor and positive attitude, along with a passion for, and knowledge of, the natural world, particularly Indiana and the Midwest.

**Salary:**

The annual salary for this full-time position will range from \$40,000 - \$50,000 commensurate with experience. Health care, retirement, and paid time-off are part of the benefits package in addition to a flexible work schedule. A full description of benefits is available on request.

**Application Procedure:**

Applicants should send a cover letter, resume, and list of references to Andrea Lutz, Deputy Director, Conservation Law Center at 116 South Indiana, Suite 4, Bloomington, IN 47408, or by e-mail to [andlutz@iu.edu](mailto:andlutz@iu.edu). The position will remain open until filled.

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*