



ASSISTANT DIRECTOR

National Association of Wetland Managers

The National Association of Wetland Managers (NAWM), located in Portland, Maine, is a national 501(c)(3) membership organization whose mission is to build capacity for state and tribal members and foster collaboration among the wetland community of practice by encouraging the application of sound science to wetland management and policy, promoting the protection and restoration of wetlands and related aquatic resources, and providing training and education for members and the general public. NAWM is a fast-paced, growing non-profit with a mission- and employee-focused work environment. NAWM is an equal opportunity employer.

Overview:

Our expanding organization seeks to hire an Assistant Director (AD) to join the NAWM team. The AD will be a key part of the organization and will help to implement the mission and vision of NAWM as directed by the Executive Director and the Board of Directors. In coordination with the Executive Director, the AD will oversee the day-to-day operations of the organization, including office operations, human resources, finances and accounting, communications, fundraising, and grants, including analysis and improvement of organizational processes to improve quality, productivity, and efficiency. This is a supervisory position that reports directly to the Executive Director (ED) and oversees all other staff, coordinating closely with the Office Manager and Accounting/HR Manager. In the event that the ED is unavailable or as requested by the ED and/or Board of Directors, the AD will be in charge of making day-to-day decisions necessary to maintain office operations. This position will be part-time (20 hrs/week) to start, with the goal of becoming full-time as funding allows.

Primary Responsibilities:

Human Resources/Operations

- Assist the ED with recruitment, hiring, and orientation of employees.
- Be the primary point of contact for IT and phone support internally and with vendors.
- Work with the HR manager to develop, implement, and review operational policies and procedures.
- Review employee benefits annually and make recommendations to ED.
- Review and update Employee Policies Handbook annually.
- Assist the ED with annual employee performance review process.
- Ensure all legal and regulatory documents are filed and monitor compliance thereof.
- Explore and recommend ways to improve systems or processes to enhance efficiency.
- Help the ED promote an organizational culture that encourages top performance and high morale.

Accounting

- Work with the Accounting Manager in preparation of annual audit and ensure any necessary corrective actions are implemented and processes are updated as needed.
- Review monthly financial reports and work with Accounting Manager to create additional reports as needed for grants, projects and Board meetings.
- Assist ED and Accounting Manager with development of the annual budget.
- Act as a back-up to the Accounting Manager for processing payroll as needed.
- Review and proof Accounting Manual in coordination with Accounting Manager.
- Review credit card statements and identify allocations for grants.
- Print checks as needed by ED or Accounting Manager.

Fund Development

- Lead administrative aspects of fund development, including individual giving, corporate giving and grant management, e.g., donor research, data management, donor communications, preproposal and grant application development, tracking and reporting.

- Assist the ED with development, implementation, and management of annual fundraising plan.
- Gather content for annual reports in coordination with other staff.
- Oversee investments and advise ED on investment opportunities.

Grants & Contracts

- Develop and manage project budgets.
- Manage NAWM's GSA schedule and update as needed.
- Provide logistical support for grant-funded trainings (i.e., hotel contracts, travel reservations, BEOs, etc.).
- Track and manage cost share requirements for all grants.

Other

- Other duties as needed – as a small to mid-size nonprofit, all NAWM staff wear multiple hats and help out wherever and whenever needed.

Qualifications:

The successful candidate for the position of AD will have the following qualifications:

- Master's degree or higher in ecology, conservation, geography, or a related field and/or degrees in business, public sector/non-profit finance, nonprofit or public administration, or related field.
- Minimum of 5 years' experience working in the nonprofit sector.
- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration.
- Proficiency in Microsoft Office Suite; QuickBooks (data analysis and IT management, a plus).
- Highly organized with attention to detail; self-motivated; patient; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Strong interpersonal skills and a good sense of humor.
- Excellent written and verbal skills.
- Prioritization skills and ability to work according to the organization's needs.
- Willingness to learn and grow with the organization.
- Strong commitment to the environment and NAWM's mission.

Compensation:

Benefits include an attractive compensation package, including a base salary in the \$35-40k range for part-time employment (20 hours/week), commensurate with experience, as well as: dental and health benefits; generous sick and vacation benefits; relaxed dress code; a fun, friendly office atmosphere; professional development and leadership opportunities; and an outstanding opportunity for a highly motivated professional to assume a pivotal role in the growth and evolution of NAWM.

Work Environment:

This job operates in a professional office environment, located in Portland, ME. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc. NAWM offers a hybrid work environment, but the employee must be located within commuting distance to NAWM's Portland, ME office. Some travel within the U.S. may be required. NAWM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation in accordance with state and federal law.

How to Apply:

Submit resume, (3) professional references and a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit for NAWM to marti@nawm.org, with subject line of Attention: Hiring Committee.