



Great Pond Foundation Director of Operations & Communications

The [Great Pond Foundation](http://www.greatpondfoundation.org), a 501(c)3 non-profit, established in 1998 leads in estuary science and restoration, using data generated by our programs for informed pond management. Our team builds strong partnerships with neighbors; fostering learning and expertise; and sharing tools and techniques.

Great Pond Foundation seeks a *full-time, year-round* Director of Operations and Communications. The **Director of Operations and Communications** reports to the Executive Director and works in fulfillment of the mission of the Foundation: *To cultivate the resilience of our coastal pond ecosystems through science, collaboration, and education.* This senior-level management position spearheads external communications and outreach while also managing internal operations of the Foundation. In addition to operations and communications responsibilities, this includes grant management and project planning. This is an office-based position with occasional work off-site and off-schedule (nights and weekends).

MAJOR RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- **Oversight of Office Operations** such as managing physical plant; handling mail, email, and calls—taking messages and disseminating to proper staff; ordering supplies and equipment
- **Facilitates HR functions** with the support of PayChex HR services, draft or assist other staff in drafting and posting job descriptions, advertising jobs, managing applications, and scheduling interviews
- **Serves as Technology Lead** for the Foundation, troubleshoots new equipment and software, works with the IT firm to meet all IT and security needs
- **Leads Communication** for the Foundation, serves as the community outreach contact, organizing public events, sharing information via all communication channels
- **Develops Outreach** programs and activities
- **Creates Documents & Reports** such as letters, white papers, annual/technical reports
- **Produces Website & Social Media content** including: website updates (posting, creating content); e-newsletter publication (content creation, publication) use of all social media applications (e.g. Instagram, Facebook etc.)
- **Manages Grants** research, applications, reports, and tracking
- **Serves as Staff Liaison for External Relations Committee** providing support for activities
- **Provides Operations and Communications support** to all Foundation staff
- **Assists the Executive Director, Chief Financial Officer, and Treasurer** to ensure timely processing of payroll, donations, deposits, and bills.
- **Supports Executive Director as** needed on project planning and external relations
- **Other duties** as assigned by the Executive Director

This position requires the ability to: climb stairs, sit and/or stand for extended periods of time, lift up to 25lbs on occasion, and operate a motor vehicle. GPF is a small and dynamic non-profit organization dedicated to preserving the health of coastal ponds through science, collaboration, and education. We seek a team member who will bring excellence, passion, and diligence to our work. Salary is commensurate with experience and compensation includes a competitive benefits package.



DESIRED QUALIFICATIONS:

- **Works independently** with limited direction and supervision guided by the mission and strategic plan of the Foundation
- ***Proven Technical expertise*** with both MAC and PC, proficiency with all Microsoft 365 applications, demonstrated ability to learn and master new software and technology
- ***Excellent written and oral communication skills***
- ***Social media and website*** expertise and basic HTML skills, experience with WordPress
- ***Strong word processing skills*** and familiarity with Canva, MailChimp, and other similar platforms
- ***Attention to detail***; well organized and able to multitask and balance multiple priorities
- ***Experience planning and executing*** complex projects
- ***Experience supervising*** staff and interns
- ***Team player*** with demonstrated professionalism, excellent judgement, and exemplary discretion

To Apply:

Please send a cover letter, resume, and the names and contact information for 3 references in a single PDF to jobs@greatpondfoundation.org. Please submit application on or before January 25th, 2024.