



Golden Gate Audubon Society Job Announcement

Deputy Director

Position Title: Deputy Director
Employee Payroll Status: Full-time Permanent
Reports to: Executive Director
Location: Berkeley, CA
Posting Date: December 21, 2022

[Golden Gate Audubon](#) engages people to experience the wonder of birds and to translate that wonder into actions that protect native bird populations and their habitats. Founded in 1917, we are one of the oldest and most respected conservation organizations in the Bay Area. Golden Gate Audubon is an independent non-profit, affiliated with the National Audubon Society.

We accomplish our mission by connecting people of all ages with birds and the natural world, conserving and restoring habitat, and engaging Bay Area residents in the protection of our shared, local environment. Golden Gate Audubon has over 7,000 members in San Francisco and the East Bay, an active Board of Directors, and a staff of six who mobilize over 2,000 volunteers each year.

The Position

The Deputy Director works closely with the Executive Director to manage administrative functions of the organization, oversee programs, and provide programmatic support for development efforts.

Duties and Responsibilities

Operations:

- Manage all office functions including IT, equipment, supplies, janitorial, maintenance, and security
- Maintain all Human Resources records and policies, including compliance with all relevant employment laws.
- Create and implement an effective onboarding process for staff and volunteers.
- Create and update all workplace health and safety procedures and documents
- Coordinate all real estate transactions on behalf of the organization
- Facilitate moving and facilities improvements
- Serve as liaison with insurance brokers for questions on Golden Gate Audubon's insurance policies

Grant Management:

- With program staff, draft project-specific grant proposals.

- Prepare acknowledgment letters for grants & update grant files
- In coordination with program staff, ensure that all grant reporting is filed accurately and in a timely manner.
- Provide oversight and documentation of all grant expenses.

Finance:

- Manage all accounts payables functions, including payroll
- Complete bank reconciliations and month-end accounting
- Assist controller with journal entries, allocations, and tracking grants and other temporarily restricted funds
- Provide support as needed for accounts receivable and pledges from membership and development.
- Review Membership Manager's deposits and related donor and membership data
- Generate financial reports on request for the ED, Board of Directors, and other staff
- Maintain orderly and transparent administrative and financial documents in digital and hard-copy form
- Assist ED, Treasurer & Controller in preparing the annual budget, conducting the annual audit, and preparing tax filings

Program Management:

- Supervise and provide oversight for all program staff, including habitat restoration, education, conservation advocacy, community outreach, and volunteers.
- Provide staff leadership and administrative support for adult education program including Field Trips, Classes, Travel with GGAS, and Birdathon Adventure Tours.
- With Executive Director, manage ongoing legal cases related to conservation issues in the Altamont, Pt. Molate, and elsewhere.
- Represent Golden Gate Audubon at stakeholder meetings.
- Serve as the staff liaison to conservation and education program committees, and represent their efforts to staff.
- Prepare progress reports on strategic initiatives.

Other:

- Provide general support for the executive director, board members, and other key volunteers.
- Other duties as assigned

Qualifications

- Bachelor's degree and at least some graduate-level education in a related field.
- Demonstrated ability to prepare written materials (such as grant proposals, project reports, curriculum materials, or position statements) in support of conservation or environmental education efforts.
- Demonstrated ability to manage and maintain data with accuracy and thoroughness
Proficient with data entry, data report writing, queries, and exports
- Excellent computer knowledge including Google Suite, MS Office Suite (Word, Excel, Powerpoint), and experience with CRM software (Neon, Salesforce), and financial software (Quickbooks)

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2530 San Pablo Avenue, Suite G Berkeley, California 94702 phone 510.843.2222

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- Excellent written and oral communication skills
- Demonstrated ability to manage and complete multiple tasks in a busy environment
- Demonstrated supervisory experience, with experience managing volunteers preferred.
- Ability to work with minimal supervision and independently motivated
- Attention to detail and ability to organize data, schedules, tasks and projects

Additional Desirable Qualifications

- Direct experience in working with a non-profit membership organization
- Experience with Neon, CRM
- Familiarity with business applications for social media
- Demonstrated understanding of conservation issues in the Bay Area.
- Spanish, Mandarin or other language proficiency is a plus but not essential

Compensation and Benefits

Starting salary is \$84,000 per year. Benefits include fully covered health and dental insurance and ongoing matched retirement benefit through a SIMPLE IRA. This is an exempt position.

Golden Gate Audubon is an equal opportunity employer. People of color, women, people of all sexual orientations, and those with diverse backgrounds are strongly encouraged to apply. Our staff and board value diversity and are committed to respect and inclusiveness.

Send a resume and cover letter to jobs@goldengateaudubon.org by January 20, 2023.

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