



John Bunker Sands Wetland Center

**655 Martin Lane – Combine, TX 75159
972-474-9100 - www.wetlandcenter.com**

Operations Manager John Bunker Sands Wetland Center

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Organization Overview

The John Bunker Sands Wetland Center is a nature center in Combine, Texas. Our primary mission is educating the public about water, wetlands, and wildlife and the need to conserve these essential resources. Our environmental education programs use the East Fork Water Reuse Project, a 2,000-acre wetland that supplies drinking water to area residents & a habitat for wildlife. We offer education classes for k-12 students, nature seminars, bird walks, boardwalk tours, scouting programs, and special events focused on the natural world, emphasizing activities for families. The Center's miles of trails allow visitors and members of all ages to immerse themselves in a biologically diverse habitat hosting 300 species of birds, including bald eagles and scores of native mammals, insects, amphibians, and reptiles.

Job Overview

Reporting to the Executive Director, your job as the operations manager is to ensure that center operations run smoothly to support the many programs, services, and events we offer the community and visitors. The s manager will ensure the facility is well-managed and maintained in cooperation with the North Texas Municipal Water District. The Operation Manager will also guide Center staff & volunteers to ensure that the internal structure, processes, and controls necessary for the center's day-to-day management are in place. In addition, effectively manage a budget & understand and apply accounting practices in maintaining financial records.

Specific Duties:

Facility Management

- Ensure the Center is open and fully operational, with the Center's staff welcoming visitors, and create and track a staffing calendar at least a month out.
- Manage facility rental for outside events and update the Insurance Company with event and rental information.
- Handle all maintenance of the Main Center inside & Pavillion silos. Hire contractors as needed to : clean the facility, trash removal, and maintain phone systems, fire alarms, septic, HVAC, Plumbing, & Security Video.
- Maintain up-to-date local fire and emergency contacts, as well as processes and procedures for emergencies. Guide and update the team quarterly on emergency procedures.
- Confirm and Document shared management responsibilities with the North Texas Municipal Water District.
- Assess supply and equipment needs for education programs and the Center Store inventory, and keep an ongoing accounting of supplies monthly.
- Purchase supplies and equipment as needed in accordance with the director's budget. Document and retain all receipts and correct coding.
- Oversee team allocation and use of Center computers and develop protocols for using and managing hardware and information.

Visitor & Member Experience & Oversight

- Greet visitors to the Center. With the Director's input, establish protocols for greeting visitors, providing an overview, and gathering essential contact information.
- Oversee the Center store, ensure appropriate pricing and keep supplies up to date and note favorability of items selected to confirm or change future orders.
- Establish and maintain "Master Lists" of all contacts (to be held by the Director and Rosewood Corporation), integrating " and establish a system to integrate All contact information gathered by the team (education classes, homeschool class contacts), providing uniformity, accurate tracking by category (Member/Visitor/Donor/Teacher) etc, and updating bi-monthly."
- Develop and maintain a "Master List" of Passwords for all online and computer systems, to be provided to the Director & Rosewood that can only be changed with Director's approval.
- Oversee the Membership Program contacts and ensure correct contact data is collected and organized and that members receive acknowledgment and updates quarterly.

Volunteer Program Oversight, Onboarding & Tracking

- onboarding and managing volunteers and/or assigning volunteers to the education team. Collect correct contact and background information tracking, get signed volunteer forms, set up hourly tracking system, and ensure its kept up to date weekly - and for annual reporting.

Education program Support

- Obtain needed equipment and supplies for education program & event needs and is prepared and placed in correct location. (Tuesday through Saturday, with some occasional evening programming)
- Ensure all education classes and programs input and maintain recordkeeping via software calendar software that lists specific details needed and develop calendar board by intake desk, as well as online.
- Review software to obtain evaluation on key educational topics and skills (per the Director's instructions) from students and teachers.
- Identify with education team potential training courses (as needed and approved by Director) for program management, environmental education, science.

Fiscal Responsibilities:

- Ensure that operational activities remain on time and within budget.
- Oversee accounts payable and accounts receivable.
- Serve as the financial liaison between Rosewood and the Center, sharing information and preparing reports according to Rosewood specifications.
- Oversee all payments and receipts to the center and establish procedures for the team to ensure these are consolidated in one system and properly accounted for.
- Deposit funds bi-monthly, if needed, into the bank account.
- Prepare monthly credit card reports (on statement and by code).
- Reconcile Bank Accounts to Shopify Purchases and maintain receipts monthly.
- Track expenditures against restricted funds (Lydia Hill and DKS) and prepare a request for transfer to the Center in alignment with expenditures.

Board Reports

Prepare Board report - quarterly.

Center Events & Donor Contact Management:

- Assist the director in planning and setting up the center for events, especially the annual fundraiser (and track tickets and donations).
- Load donor activity into the database - Little Green Light and send acknowledgment letters that meet IRS guidelines per Director's instructions.
- In addition - Attend to other Center Operational needs as they arise including additional duties to implement and maintain Center Operations assigned by the Director.

Essential Qualifications

- Five to seven years of experience managing a Center, Museum or Office.
- Knowledge base in operations, systems, software and fiscal management
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities
- Ability to interface well with the public and Center visitors
- Highly Organized!

- Detail-oriented with a focus on accuracy
- Team Player and accountable self-starter
- Track record of putting in place and or facilitating successful organizational systems.

Salary & Benefits

Annual Salary \$52,000- \$55,000 (DOE)

Plus Generous Vacation & Benefit Package:

To Apply:

Send Resume. Cover Letter detailing experience and skill that match the position description and center needs. Along with 3 references (References will only be contacted for final round candidates) to Catriona Glazebrook, Interim Executive Director - to cglazebrook@wetlandcenter.com

The John Bunker Sands Wetland Center is an equal opportunity organization that will not discriminate in its programs or hiring practices based on race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.