



THE AMERICAN CHESTNUT FOUNDATION®

About The American Chestnut Foundation

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific research organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of three million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are employing traditional breeding and modern genomics to develop, and ultimately restore, American chestnut populations. TACF is primarily supported by private philanthropy and targeted research funding. TACF is dedicated to prioritizing a diverse and inclusive workplace and continually integrates Diversity, Equity, Inclusion, and Justice (DEIJ) into its corporate culture.

The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations with disease-resistant trees growing stronger in each succeeding generation. TACF is restoring a growing legacy for decades and centuries to come.

Our Mission is to return the iconic American chestnut to its native range

Our Vision is a robust eastern forest returned to its splendor

TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration

Position: Director of Business Operations

Full-time permanent position with a robust benefits package and flexible, hybrid options

Position Location: TACF National Office, Asheville, NC

Reporting to: President & CEO

Salary Recruitment Range (DOE): \$55,000-\$68,000 annually - TACF is a Living Wage Employer

The American Chestnut Foundation (TACF) seeks to hire an experienced, full-time Director of Business Operations to be responsible for managing the day-to-day operations of the foundation in alignment with its mission and vision by ensuring that the organization runs efficiently and that all members of the team have what they need to succeed (such as equipment, supplies, recordkeeping and a safe, supportive work environment). The Director of Business Operations will also coordinate communication and information flow among and between TACF's key stakeholders: executive management, staff, and vendors and contractors. The incumbent works with the chief executive and other members of the leadership team to set the organization's strategic goals then translates these into specific operational objectives by determining what resources are needed and creating then regularly monitoring a process to assess how objectives are being achieved. This position reports directly to the Chief Executive Officer.

Responsibilities and Duties

- Manage Business Operations Department including administrative staff, evaluation, planning, correspondence, and budget
- Perform HR role for organization
 - With Operations Manager, oversee position fulfillment and onboarding in the organization
 - With Controller, oversee benefits management

- With other TACF supervisors, oversee and implement appropriate and regular staff review and goalsetting functions across the organization
- With Operations Manager, Regional Outreach Coordinators, and other staff as needed, plan, oversee, and manage logistics of all TACF meetings and events: venue selection, menu planning, registration, staff scheduling; developing, adhering to, and reporting budgets of these
- Oversee facilities management for multiple organization locations via administrative property management functions to include but not limited to asset management, predictive maintenance systems, inventory management, preventative maintenance, procurement, regulatory compliance; managing contractors, vendors, and associated contracts and agreements
- Oversee the Information Technology function by providing oversight, direction and coordination related to organization-wide technology planning and utilization, to include integration of information systems, voice and data networks, and telecommunications; align and prioritize IT goals and projects with organizational objectives and strategies
- Provide general support to leadership staff as required
- Develop, recommend, implement and evaluate operational policies and procedures for all areas of responsibility; ensure all policies and procedures are in compliance with applicable local, state, and federal regulations and laws governing nonprofit operations
- Develop annual goals and action plans for TACF operations that evolve into and/or are in alignment with TACF's strategic plan
- Practice and promote TACF's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Skills and Abilities

- Reliability and discretion with sensitive information
- Strong written and verbal communication skills
- Strong analytical skills
- Strong interpersonal skills to interact positively with staff and stakeholders
- Excellent time management skills and ability to prioritize work and meet deadlines
- Ability to multitask to complete a wide variety of tasks and projects
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Flexibility to adjust to new strategies, procedures, and tasks as the organization evolves
- Collaborative problem solving by seeking input and ideas from others
- Ability to function with and without close supervision
- Proficient in use of personal computers, office productivity software, and common business computer technologies

Qualifications

Required:

- Bachelor's degree preferred with 3-5 years of experience in operations management
- Should have at least two years of general experience in human resources
- Demonstrated understanding of human resource management

- Strong background and experience in business operations, event planning and implementation, and various aspects of human resources
- Ability to work some weekends and travel as required at least four times per year, specific to event planning and attendance,
- Valid driving license and vehicle insurance

Preferred:

- Experience in nonprofit organization(s)
- HR certification
- Experience with remote conferencing platforms, including MS Teams, Zoom, and Google Meet
- Working knowledge as an MS 365 Admin
- Project management platforms

Benefits

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service to help your long-term financial plan grow quickly. In addition to at least 12 paid annual holidays, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Professional development in the form of conferences, training, and staff retreats are offered occasionally and by request with approval from your director.

TACF's Covid Statement

Out of an abundance of concern for our staff and the communities that we serve, TACF continues to closely monitor COVID-19 pandemic developments and adjust the foundation's actions according to CDC and statutory guidelines. As a science-based organization, we request all applicants be fully vaccinated for this disease unless there is a legal exemption.

Application Process

Interested candidates should apply via the TACF's [employment page](#). Application close date is September 25, 2023. TACF will acknowledge receipt of all applications. Please note that we are not accepting phone inquiries regarding this open position, so please do not contact TACF via phone.

TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Diversity, Equity, Inclusion, and Justice (DEIJ) ethic is a priority and is being continually integrated into TACF's culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.

TACF is certified as a Leading Living Wage Employer by Just Economics of WNC and dedicated to a just and sustainable economy.