



# THE AMERICAN CHESTNUT FOUNDATION®

## About The American Chestnut Foundation

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of 3 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, and Inclusion (DEI) into our 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:** Operations Specialist

**Position Type:** Full-time, permanent position with a robust benefit package and flexible hybrid work options with a minimum of 50% in-office after training and in coordination with position supervisor

**Position Location(s):** TACF National Office, Asheville, NC

**Reporting to:** Director of Business Operations

**Salary Recruitment Range (DOE):** \$42,000-\$46,000 annually – *TACF is a living wage employer*

The American Chestnut Foundation (TACF) seeks to hire a highly organized full-time Operations Specialist. The Operations Specialist is the face of TACF as the first point of contact for all visitors to the national office in Asheville. They will balance a variety of responsibilities and possess a high degree of flexibility, professional attitude, and take initiative. The ideal candidate will have an understanding of a nonprofit environment and a strong commitment to service.

## Specific Duties

- Assist in managing Human Resources functions in conjunction with Director of Business Operations, including job posting and application management, onboarding new hires, and facilitating change management for personnel action

- Manage incoming and outgoing correspondence, including emails, faxes, mail, and packages
- Maintain the operations calendar for the foundation
- Curate general information email boxes and forward information to the correct department
- Curate and maintain a database of all vendors, account numbers, and contact information
- Monitor, inventory, and order office supplies for Asheville and remote offices as required
- Submit work orders and schedule repairs for general office space and equipment
- Assist Director of Business Operations in content management of physical files, SharePoint and Teams collaborative tools and other software/storage repositories in common use across the organization
- Partner with the Director of Business Operations to improve or create processes, document changes, and communicate to foundation employees
- Assist with meeting and special event coordination, planning and reporting locally and regionally as required
- Demonstrate and promote TACF's commitment to Diversity, Equity, Inclusion (DEI)

### **General Responsibilities**

- Provide wide range of executive and development support to the President & CEO and other senior management including scheduling and calendars, appointments, travel arrangements, and expenses
- Support the Director of Business Operations with the development, review, and implementation of national and remote office operational processes and procedures
- Answer phone calls, offering a high-level explanation of TACF's mission and work, promoting membership and ensuring inquiries are forwarded to the proper foundation colleague
- Greet visitors to the office, offering a high-level explanation of TACF's mission and work, promoting membership, and ensuring guests are comfortable and connected with the correct foundation colleagues
- Assist Development Department with merchandise and fundraising events

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

### **Knowledge, Skills, Abilities**

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build collaborative relationships with various and diverse stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Ability to work independently and take initiative on new projects
- Exemplary written and verbal communication skills
- Efficient in an environment with evolving priorities
- Positive attitude and self-motivator with strong work ethic

### **Qualifications**

- Bachelor's degree preferred with 3-5 years of experience or an appropriate combination

- Experience supporting C-Level executives
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest level of customer service
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Excellent communicator, with an ability to adapt and work with various and diverse communities
- Ability to think strategically and identify ways to improve organizational efforts
- Comfort with full Microsoft 365 and Office Suite (including Teams and SharePoint) and Google Suite
- Comfort with social media and other basic marketing platforms (Doodle Poll, Survey Monkey, Constant Contact, or similar)
- Experience with conferencing platforms (including Zoom, Google Meet)
- Experience with CRM systems desired
- Valid driving license and insurance
- Willingness to work some weekends and travel as required

## **Benefits**

In addition to a great culture dedicated to a hopeful conservation mission, TACF offers a robust benefits package to support employees and their families. Benefits include health, vision, dental, spending account options as well as life and long-term disability insurance. Benefits begin the first day of the month following hire date.

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 twelve paid holidays annually, 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, trainings, and staff retreats are offered occasionally and by request and with approval by the CEO.

## **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 our 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, <https://tacf.org/employment/>.

**Application closes at 12:00pm on March 22, 2024.** 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.

## **Equal Opportunity Employer**

*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, and Inclusion (DEI) 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.*

## **Living Wage Employer**

*TACF is certified as a Leading Living Wage Employer by [Just Economics of WNC](#) and is dedicated to a just and sustainable economy.*