

Job description

Position: Business and Operations Director (volunteer)

Location: Remote

Time Commitment: 10 hours per week (flexible schedule)

Reports to: Executive Director

About NALZS:

North Alabama Zoological Society (NALZS) is a nonprofit organization dedicated to bringing a zoo and aquarium to the Greater Huntsville Alabama area. As we strive to create an exceptional zoo and aquarium, our nonprofit's mission is to foster connections between the communities and visitors of North Alabama with the wonders of the world's natural habitats and wildlife. We aim to set a standard of excellence in conservation, research, action, and education of wildlife, all while inspiring a brighter future for generations to come.

Job Summary:

The BizOps Director is a crucial role within our nonprofit organization dedicated to building a zoological society organization. This position provides leadership and strategic guidance in the areas of business management, operations, and finance. The Director will work closely with the executive team and other volunteers to ensure the successful development and growth of the organization.

Responsibilities:

Note that due to the volunteer nature of the position, the execution of the responsibilities as outlined below will not be expected all the time. This is more of an exhaustive list of potential areas and expertise that may be called upon from time to time as an occasion may dictate.

Business Strategy and Planning:

- Collaborate with the executive team to develop and execute the overall business strategy for the zoo.
- Conduct market research and analysis to identify potential revenue streams, partnerships, and growth opportunities.
- Develop business plans and financial projections to support fundraising efforts and attract potential sponsors and donors.

Financial Management:

- Work with the Chief Financial Officer to oversee the financial operations of the organization and building of the zoo, including budgeting, financial reporting, and cash flow management.
- Monitor expenses and revenues to ensure financial sustainability and compliance with relevant laws and regulations.

Operations Management:

- Coordinate and oversee day-to-day operations of the organization, ensuring smooth functioning of the BizOp Department.
- Develop and implement operational policies and procedures to optimize efficiency and effectiveness.

Compliance and Regulatory Affairs:

- Ensure compliance with local, state, and federal regulations pertaining to zoo operations, safety, and animal welfare.
- Stay updated on industry standards and best practices, implementing necessary changes to maintain compliance.
- Manage relationships with relevant government agencies and oversee necessary permits and licenses.

Qualifications:

- Proven experience in business management, operations, or nonprofit leadership roles.
- Strong knowledge of financial management, budgeting, and fundraising strategies.
- Excellent organizational and project management skills, with the ability to multitask and meet deadlines.
- Exceptional interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Knowledge of zoological operations, animal welfare, or conservation is preferred but not required.
- Ability to work independently and as part of a team, demonstrating leadership and problem-solving abilities.
- High ethical standards and commitment to the mission and values of the nonprofit.

Note: This is a volunteer position and does not offer financial compensation. However, it presents a unique opportunity to contribute to the establishment of a zoo and aquarium in the Greater Huntsville Alabama area and make a lasting impact on the community. It isn't very often that one gets to help build a brand-new zoo from scratch. The position will become a paid position in the future.

Thank you for your interest in joining the North Alabama Zoological Society (NALZS) Family and helping us create an exceptional zoological experience for our community.