



Position Description for  
**Finance and Administrative Director**

*Alabama Audubon is seeking a self-directed, detail-oriented individual to serve as its Financial and Administrative Director. As a key member of our senior leadership team, this individual will report to and work in close consultation with the Executive Director to support our overall business operations. Direct reports of the Finance & Administrative Director include the Finance and Administrative Assistant, Communications Coordinator and Program Coordinator. This is a full-time salaried position that offers a full benefits package, a hybrid office/remote work schedule, and the opportunity to develop professionally with a dynamic, mission-driven non-profit. More information about our organization and the position may be found at [alaudubon.org](http://alaudubon.org).*

**Core Responsibilities of the Finance and Administrative Director:**

- Managing a staff of three and the related functions; Finance and Administration, Communications, and Programs.
- Managing the finance and administrative functions, including:
  - Ensuring the completeness, accuracy, and effectiveness of the financial and administrative processes, controls, systems, and reporting.
  - Managing administrative vendor relationships, including outsourced payroll and benefits provider, banking, external accounting firm, insurance, facilities, supplies, etc.
  - Invoicing and management of grant financial reporting timelines.
  - Assisting with membership/donor management systems and related correspondence.
  - Managing the smooth operation of the Birmingham office.
- Managing the organization’s communications functions, including:
  - Outward facing communications; website, social media, emails etc.
  - Developing and maintaining Alabama Audubon brand.
  - Administering and maintaining Alabama Audubon’s website.
- Managing the development, promoting, and implementing of bird and nature-oriented programs.
- Exercising independent judgment to identify and solve problems.
- Developing and implementing new initiatives ensuring the organization’s goals are achieved.

**Core Qualifications for this Position:**

- Bachelor's degree and 3-5 years of experience in a similar position.
- Finance and accounting course work and experience, including a demonstrated understanding of standard accounting principles and best practices.
- People and functional management experience.
- Proficiency using an accounting system such as QuickBooks (including data input, account reconciliations, and reporting) and the Microsoft Office suite (Word, Excel, PowerPoint, Outlook), with a willingness to learn and master other software platforms and computer techniques.
- Ability to communicate clearly, to work effectively both individually and in partnership with others, and to exercise independent judgment, coupled with strong organizational, planning, and problem-solving skills.

**Salary and Benefits:**

Starting salary of \$60,000-75,000 is negotiable based on qualifications. The benefits package includes health and dental coverage, retirement contribution, paid vacation, and professional development opportunities. This professional position, which is exempt under the Fair Labor Standards Act, on occasion requires work on evenings and weekends.

**Physical requirements:**

The employee must be able to carry out a wide variety of physical tasks (including lifting, reaching, bending, pushing, pulling, sitting, typing, driving, and speaking) under a variety of conditions, both indoor and outdoor.

*It is the policy of Alabama Audubon that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.*

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**To apply:**

Your application should include the following:

- A cover letter explaining how your experience qualifies you for this position,
- Your resume, and
- Two writing samples.

Email your application in a single PDF to the Alabama Audubon Hiring Committee at [scot@alaudubon.org](mailto:scot@alaudubon.org), with the subject line: FINANCE & ADMINISTRATIVE DIRECTOR APPLICATION. References may be required upon request. Applications will be reviewed as they are received. No calls, please.