



# Southern Renewable Energy Association

11610 Pleasant Ridge Rd., Suite 103 #176, Little Rock, AR 72223

## **Job Posting: Operations Director, \$95,000-\$110,000**

### **About**

The Southern Renewable Energy Association (SREA) is a nonprofit trade association that promotes responsible use and development of wind energy, solar energy, energy storage and transmission solutions in the South. Our vision is for renewable energy to become a leading source of energy in the South and our mission is to promote responsible use and development of renewable energy in the region.

### **Job Responsibilities**

- Develop and implement a comprehensive internal operations plan that includes financial management, grant administration, and membership outreach.
- Oversee the preparation and management of budgets, financial reports, and other related documentation.
- Manage grants and grant reporting, ensuring compliance with all requirements and deadlines.
- Handle membership outreach and management, working to grow and retain the association's membership base.
- Coordinate administrative tasks related to the annual IRS Form 990 and audit requirements.
- Manage contractors and vendors, ensuring the delivery of high-quality products and services.
- Develop and maintain strong relationships with key stakeholders, including members, donors, and vendors.
- Implement and monitor internal controls to ensure the accuracy and integrity of financial and operational information.
- Prepare and present regular reports to SREA leadership and the Board of Directors.
- Assist the Executive Director as needed, and perform other duties as assigned.

### **Qualifications**

- Bachelor's degree in business administration, finance, nonprofit management, or a related field. Additional consideration given for a post-graduate degree.
  - At least five years of experience in operations management, financial management, or a related field. Nonprofit experience is highly preferred.
  - Strong understanding of financial management principles, including budgeting, financial reporting, and grant administration.
  - Excellent organizational and project management skills, with the ability to manage multiple tasks and deadlines.
  - Strong leadership and team management skills.
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- Experience in managing contractors and vendors.
- Proficiency in accounting software and other relevant tools.
- Excellent written and oral communication skills.
- The candidate should be self-motivated and committed to the continued growth of renewable energy in the South.
- Ability to work independently and as part of a team.

### **Compensation**

The salary budget for this position is **\$95,000-\$110,000** and will be based upon relevant experience. Work is remote but selected applicant must reside in or be willing to relocate to the Southeast (Alabama, Arkansas, Georgia, Louisiana, Mississippi, or Tennessee). Ideal candidate would reside near a state capital in one of the above states.

### **Contact**

Submit a cover letter and resume to:

Simon Mahan, Executive Director, [simon@southernwind.org](mailto:simon@southernwind.org)