
Business Administrator

The Jones Center at Ichauway invites applications for the Business Administrator. A private operating foundation, Ichauway, Inc. does business as The Jones Center at Ichauway. Ichauway was Robert Woodruff's 29,000-acre hunting property in Baker County, Georgia. In 1991, trustees of the Robert W. Woodruff Foundation created Ichauway, Inc. and the Jones Center to study the science of natural resource management. Today, the Jones Center counts more than 85 permanent full-time employees working to better understand the woods, water and wildlife ecosystems of the southeastern coastal plain. Further information can be found on the Jones Center's website www.jonesctr.org

The Woodruff Foundation is the Jones Center's primary funder. Ichauway, Inc. and the Woodruff Foundation are governed by independent but identical boards of five elected trustees.

Job Description: The Business Administrator is responsible for managing the financial operations of the Jones Center at Ichauway (the Center), ensuring the Center's financial health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The Business Administrator will work closely with the Director and staff from the Robert W. Woodruff Foundation (the Foundation) to develop and implement the Center's annual operating budget, prepare monthly financial statements, manage the Center's banking relationships and accounts, and oversee an annual financial audit. Direct reports to the Business Administrator include the Accounting Specialist, Senior Accountant/Grants Specialist, HR Manager, and Receptionist. The Business Administrator reports to the Director of the Center.

Relevant Desired Skills: Financial and budgeting expertise, strategic planning, risk management, communication, decision-making, emotional intelligence, reliability, trustworthiness, critical thinking, problem solving, high ethical standards, business acumen, innovation, adaptability and negotiation.

Candidates with the following qualifications and skills are preferred:

- A Bachelor's degree in Business Administration or a related field is required; a Master's degree is highly preferred.
- A minimum of five years of experience in business administration, including at least three years in a supervisory role, is required.
- A proven track record in financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance, is essential.
- Strong leadership and management skills with experience in building and leading high-performing teams.
- Excellent analytical, problem-solving, and decision-making abilities.
- Strong communication and interpersonal skills, with the ability to explain financial information to non-financial stakeholders.
- A passion for the organization's mission and work.
- An interest in mentoring and developing others.
- A strong ethical framework and sensitivity to potential conflicts of interest.
- Well-organized with strong attention to detail.

Supervisory Controls, Guidelines, and Conditions.

The work consists of varied financial and budget duties. The variety of responsibilities contributes to the complexity of the position. This position's purpose is to support the Center's budget and finance functions. Success in this position contributes to the efficiency and effectiveness of those functions. Contacts are typically with co-workers, other Center employees and retirees, Foundation employees, cooperators, vendors, contractors, insurance agents and members of the public.

The work is typically performed in an office, sitting at a desk or table, standing, or stooping. The employee occasionally lifts light objects.

Compensation: Salary is commensurate with education and experience and includes a competitive benefits package.

To Apply: E-mail a cover letter, resume and completed application to: jobs@jonesctr.org Subject: Business Administrator. An application can be found at www.jonesctr.org/jobs/ Send specific questions regarding the position to the Center Director, Kier Klepzig, kier.klepzig@jonesctr.org. Preference will be given for applications received by March 31, 2025.

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-verify employer.