

Executive Administrative Manager

Organization	Green Buffalo Institute (501(c)(3) Nonprofit)
Contract Type	Independent Contractor (60% remote, 40% in-person)
Time Periods	12 months
Hours	30-35 hours per week
Compensation	Commensurate with experience
Reports To	Executive Director

HOW TO APPLY:

TO SUBMIT

- (1) your resume
- (2) 1-2 page informal write up about (a) why you'd love to join the GBI team and (b) why you're a great candidate to fill this role. This can be a cover letter, or less formal.

NOTE: If there's something in the job description that doesn't quite match your experience - that's okay, we encourage you to still apply.

EMAIL: Danny Desjarlais, GBI Executive Director at: dannydesjarlais@gmail.com (include the job title in the subject line).

WHAT TO EXPECT: You'll receive a confirmation email that we received your materials within 1-2 days of submission. By September 3, you'll be notified by email of your application status and whether you've been selected for an interview. Interviews will take place the following 2 weeks, and we aim to contract and onboard new team members by late September or early October.

APPLY BY: Thursday, September 3, 2026 @ 11:59 CST

Position Summary

The **Executive Administrative Manager** is a strategic operational role at the heart of Green Buffalo Institute's day-to-day functioning. This is not a back-office or light administrative support position.

This role provides high-level administrative and operational management across the organization, enabling the Executive Director and program teams to focus on mission-critical work by ensuring that operations, HR, vendor relationships, permitting, and cross-functional project support run smoothly and professionally.

We're looking for people who love collaborating and working with people, who love mission-driven work, and who'd be thrilled to join our Native-led startup nonprofit team.

Key Responsibilities

- Provide high-level administrative support directly to the Executive Director, including calendar management, correspondence, meeting preparation, and follow-through on action items.
- Manage core human resources functions, including onboarding, personnel recordkeeping, benefits administration coordination, and support for hiring processes and contractor agreements.
- Serve as the primary point of contact for vendor relationships - sourcing, negotiating, and managing vendor and contractor agreements and ensuring timely, quality delivery of services.
- Provide project management support across GBI initiatives, tracking timelines, deliverables, and coordination between staff, contractors, and partners.
- Coordinate and manage building and construction permitting processes, liaising with local agencies and ensuring compliance with applicable codes and timelines.
- Lead development of GBI's operational plan, translating strategic goals into concrete operating procedures, workflows, and organizational structure.
- Support program development efforts, including logistics, coordination, and administrative infrastructure needed to launch and sustain new programs.
- Support data collection and management for programs, grants, and organizational reporting needs.
- Support partnership development and maintenance, helping coordinate communication and follow-up with partner organizations, agencies, and collaborators.
- Support internal and external communications efforts, including coordination of materials, correspondence, and organizational messaging.

Deliverables

- Documented operational plan and updated administrative workflows/SOPs.
- HR recordkeeping and onboarding system in place for staff and contractors.
- Vendor management tracker with active agreements and performance notes.
- Permit tracking log with status and required next steps for active building/construction projects.
- Project management tracking system for cross-organizational initiatives.

Qualifications

- Prior experience in operations, executive administration, or office/organizational management, ideally within a nonprofit or mission-driven organization.
- Experience supporting HR functions and vendor/contractor management.
- Familiarity with permitting processes for construction or facilities projects is a strong plus.
- Strong project management skills with the ability to manage multiple concurrent priorities.
- Excellent written and verbal communication skills.

- Comfort working in a lean, growing organization where responsibilities span strategic and tactical work.
- Experience working in community teams; experience working with Native Nations and Native nonprofits preferred.

