



Operations Manager Position Description

Organizational Mission: Great Old Broads for Wilderness (Broads) is a national grassroots organization, led by women, that engages and inspires activism to preserve and protect wilderness and wild lands.

Job Purpose: The operations manager is responsible for organizing and coordinating operations and procedures to ensure organizational effectiveness and efficiency, under the supervision of the Associate Director.

Principal Responsibilities:

Event Logistics and Membership Support (35%):

- Assist with logistical planning and implementation of Broads' national events, handling registrations, cancellations/refunds, venue reservations, participant questions, evaluations, etc., including Broadwalks, Broadworks, and other outreach and educational events. Attend national camping events as schedule permits.
- Help with preparation of materials and equipment for Broads' events, including annual Board Retreat, Broadband Leader Training (WALTS) and Rendezvous.
- Works with the membership database to run reports, do searches, and keep database up-to-date in response to member input and requests.
- Perform database entry and queries for Broadbands (our version of local chapters) and analyze Broadband and membership information for Grassroots Leadership Director.
- Help with distribution and shipping of materials/merchandise to Broadband leaders, Board, donors, and businesses.

Financial Management (20%):

- Prepare or perform accounting and payroll tasks such as accounts payable, payroll, and benefits.
- Work with Executive and Associate Director to develop and track annual organizational budgets.
- Code all invoices and credit card statements by expense category for payment.
- Once bookkeeper has closed out the month in Quickbooks, review financial reports for accuracy and create monthly financials for Executive Director, Associate Director, and Board Treasurer.
- Supervise preparation of financial forms, such as 990s and non-profit registration and licenses.
- Keep ColoradoGives and other state fundraising systems up-to-date.

Personnel (15%):

- Serve as point of contact for payroll processor and handle submissions, reports, timesheets, and paperwork.
- Administer the SIMPLE IRA plan.
- Handle applications for new hires, prepare all new-hire paperwork, offer letters, and forms.

- Manage volunteer applications and supervise volunteers and interns handling office tasks.
- Assist Membership Maven with data entry and reports in database and merchandise inventory.

Office Management (10%):

- Supervise insurance coverage, keeping it up-to-date, sufficient, and cost-effective.
- Work with IT contractor to keep computer, phone and Internet systems functioning efficiently.
- Inventory, track, and purchase office supplies and postage.
- Oversee registrations, raffle reports, maintenance records for vehicles and other office management details.
- Keep the office in good working order: rubbish removal, recycling, organize office cleaning, stocking and ordering of office supplies, and constant evaluation of space functionality.
- Assist in research regarding relocating the office and manage potential office move.

Other Duties (20%):

- Auction Lead: works closely with the Auction Administrator on the annual Wild for Wilderness Online Auction fundraiser. Organize incoming donations, manage donation spreadsheet, solicit and encourage staff solicitation of auction items, enter auction payments, manage shipping, handle thank you post cards, and serve as point of contact after the auction concludes.
- Other duties as assigned.

Qualifications: College degree or equivalent, with at least three years as an office or operations manager. Strong oral and written communication skills. Proficient with MS Office Suite (Word, Excel, Outlook), Quickbooks, database software, Google Tools (Calendar, Gmail, Groups and Docs) and web-based research. Ability to develop specific goals and plans to prioritize, organize, and accomplish work. Ability to work under time constraints. Must be able to lift a minimum of 20 pounds.

Desired Skills and Abilities: Team player, organized, creative, resourceful, critical thinker, self-motivated, pays attention to details and schedules, results-oriented. Sense of humor. Additional computer skills and problem-solving a plus. Passionate about Broads' mission.

Hours: 40 hours/week. Occasional evening or weekends to meet time-specific obligations and events.

Wages and Benefits: \$35,000-\$37,000 annually, depending on experience. Paid holidays, leave, health stipend, SIMPLE IRA. Flexibility in scheduling time-off. Excellent team environment, fun and committed colleagues. Knowledge that your work supports the protection of wilderness and wild lands!

Qualified candidates should send a resume and cover letter to: peggy@greatoldbroads.org. Job opened until filled. Prefer to have candidate start in October.