



EAGLE RIVER COALITION

Protecting Our Local Watersheds

Operations Coordinator Eagle River Valley with offices in Eagle, CO

*Eagle River Coalition advocates for the health of the
Upper Colorado and Eagle River Basins through research, education and projects.*

Eagle River Coalition (ERC) seeks an Operations Coordinator. This position plays a key role in ensuring the smooth operation of our office, administrative support, logistics, budgets and processes for the organization. These efforts will be varied, but aimed to expand the capacity of our leadership team in order to more effectively deliver our mission. Ideal candidate is organized, detail-oriented, systems-driven, adaptable, and able to manage multiple priorities and varied work environments with integrity and excellent communication skills. The Operations Coordinator reports to the Executive Director.

Key Responsibilities:

Office Administration & Financial Management

- Ensure all legal and regulatory documents are filed, and monitor compliance
- Oversee daily office operations, including supply management, inventory, meeting scheduling, mail processing and maintaining organized file systems (both digital and in office)
- Oversee office and office equipment maintenance, phone system, IT needs, etc
- In collaboration with the ED and bookkeeper, manage financial activities including collecting payments, billing/invoicing, filing, coding transactions and processing bank deposits
- Human resources assistance in posting jobs, background checks, reference checks
- Adhere to (and develop if necessary), organizational standard operating procedures to maximize consistency and efficiency
- Process mail, general organization emails, and phone calls, then route them appropriately
- Serve as initial point of contact for volunteers
- Coordinate and manage organizational intern's schedule and duties
- Support audit preparation
- Provide support as needed to the entire team

Board Management & Oversight

- Working with ED, prepare for BOD meetings, including creating agendas, preparing and distributing minutes, booking venue, and communicating to all invitees and attendees, etc
- Manage logistics of board and committee meetings, events, and retreats
- Collect, maintain, and update board forms, files, and handbook documents
- In collaboration with the ED, develop and coordinate new board member orientation processes

Fundraising

- Support fundraising efforts and Director of Development through administrative aspects of individual giving, corporate giving, event registration management, donor research, data management, database (Bloomerang) gift entry, donor acknowledgements and communications
- Act as point of contact for all fundraising software, giving platforms, and accounts. Setting up the back-end and providing monthly reports.
- Support with grant application development, invoicing schedules and reporting requirements for grants, including federal, state, and foundation grants

- Support special campaigns and events, including Colorado Gives Day, as necessary

Community Engagement and Restoration

- Support Restoration team coordinating volunteers, supporting projects, as necessary.
- Support Restoration Manager in volunteer coordination, supplies ordering, logistics and planning for the River Clean-up and Highway Clean-up
- Support the Community Engagement Manager with event coordination, including but not limited to:
 - Securing venues for community events
 - Pursuing funding opportunities, when necessary
 - Support in planning and preparation of the annual Eagle River Water Festival and Wild & Scenic Film Festival
 - Reviewing and editing outreach materials
- In collaboration with the Development Director and Community Engagement Manager, coordinate purchases, inventory and sales of branded swag items
- Gather materials and assist in management of outreach events, booths, etc

Specific Skills Desired:

- Minimum two years of relevant professional, customer service, event planning, or executive assistant experience
- Excels in multi-tasking, goal setting, accountability, and workload prioritization
- Experience with a CRM or database management system
- Strong verbal/written communication and organizational skills
- Ability to work independently
- Experience planning and facilitating meetings, evidenced through chairing of a committee or the like
- Experience developing and managing project and/or organization budgets
- Proficiency with Excel, Word, PowerPoint, Canva, Mailchimp and the Google Suite. QuickBooks experience a plus
- A willingness to learn and expand skills as necessary
- A passion for healthy watersheds

Expectations for employment: ERC has a commitment to our staff culture and expects employee conduct that protects that culture. Our employees are self-starters with positive outlooks and have good organizational skills, attention to detail and clear focus on priorities. Our staff are creative, forward-thinking planners who are comfortable dealing with diverse community stakeholders, board members, and donors. Our staff are reliable and strong communicators. They are hard workers who are able to ask for direction and collaborate as part of a team. Our staff supports each other and offers assistance to each other whenever possible. We appreciate staff who are enthusiastic individuals with a sense of humor and passion for rivers and our natural world. Must have a valid Driver's License and pass a background check.

Compensation & Benefits: Full-time, exempt salaried position. Position salary range is \$50,000 - \$56,000. Competitive benefits include health insurance stipend, paid vacation and holidays, sick leave beyond state requirements, wellness reimbursement, retirement plan with employer match.

Other Details: Typical business hours with some evening/weekend events. Office days in Eagle are required two days a week, with work from home option. Work requires some physical exertion such as walking, standing, lifting (up to 50 lbs), carrying, or similar activities, sometimes in inclement weather.

How to Apply: Send a cover letter and resume to jobs@eagleriverco.org. Fill out the online application from our website. Applications must be received no later than March 25th, applicants are encouraged to apply as soon as possible. For more information about Eagle River Coalition, please visit eagleriverco.org