



GARNA Operations and Development Manager

Reports to: Executive Director (ED)

The Greater Arkansas River Nature Association (GARNA) is hiring a dynamic Operations and Development Manager to help take our small-but-mighty nonprofit to its next level of success. For more than a quarter century, GARNA has led critical environmental education, sustainability initiatives, and public lands stewardship programs in the Upper Arkansas Valley. GARNA is nature-centered and community-driven, and well respected throughout the communities it serves. The Upper Arkansas Valley of Colorado is surrounded by mountains and is over 75% public lands. GARNA's culture has been built by the volunteers and land management agencies who serve these lands, and its new Operations and Development Manager will build on this strong base to expand and deepen GARNA's impacts.

GARNA, a 501(c)(3) nonprofit environmental organization, inspires a conservation ethic by providing educational opportunities and experiences so that those who live, work, and play here are motivated to take care of the natural resources and leave a legacy of responsible use of the natural environment.

Position Type: Full Time Salaried Exempt 40 hours per week average.

Compensation: Salary range for this position is \$50,000 - \$53,000 per year, depending on experience. Benefits to include Health Stipend, Nine Paid Holidays and Accrued Time Off.

Position:

Our expanding organization seeks to hire a full-time Operations and Fundraising Manager (OM) to join the GARNA team. The OM will be a key part of the organization and will help to implement the vision of the Executive Director as directed by the Board of Directors. The OM will oversee the day-to-day operations of the organization, including management of the office, human resources, finances, and grants, including analysis and improvement of organizational processes to improve quality, productivity, and efficiency. This position is based in Salida, Colorado and is primarily GARNA office based.

The OM will work closely with the Executive Director to ensure the organizational strategy is aligned with the mission and strategic goals, progress and challenges are communicated, and all operations follow the organizational policies.

The position will be required to reside in the Upper Arkansas Valley and spend time in the office in Salida, Colorado as well as travel as far as Leadville and Canon City. Some remote work is possible. Some evening and weekend work will be required.

Responsibilities:

HR/Operations

- Help manage recruitment, hiring, orientation of employees; implement compensation determinations; manage benefits for all staff.
- Coordinate preparation of periodic payroll with external payroll services company.
- Oversee office management needs such as ordering promotional materials.
- As directed, help to develop, implement, and review operational policies and procedures both internally and with external program partners.
- Ensure all legal and regulatory documents are filed and monitor compliance thereof.

Financial Management

- Administration of all financial plans and general financial oversight and monitoring.
- Oversee accounting: supervise and coordinate information exchange with external bookkeeper; ensure adherence to accounting policies and practices; and coordinate and support preparation of annual report and tax return.
- Create and maintain system for retention of all financial records and supporting documents.
- Supervise preparation of monthly financial reports and create additional reports and analyses as needed for grants, projects, and Board meetings.
- Coordinate and reconcile flow of financial information between donor management software and accounting software.
- Maintain all internal information technology systems and assist staff with software implementation and upgrades.
- Coordinate backup of all information systems and ensure that virus protection is up to date.
- Prepare an annual budget in coordination with ED and staff.
- Gather content and help create Annual Report.
- Oversee Book and Map Sales Outlets.

Fund Development

- Lead administrative aspects of individual giving program, sponsorships and grant management including donor research, data management, acknowledgements and receipts, donor fundraising communications, pre-proposal and grant application development, tracking and reporting.
- Assist with implementation and management of annual fundraising plan.
- Serve as lead planner for GARNA fundraising events (Gala, Film Festivals, Photo Contest).

Experience, Knowledge, Skills & Abilities Required:

The successful candidate for the position of Operations Manager will have the following qualifications:

- Minimum of a bachelor's degree in a related area OR +3 years professional experience in a non-profit/related position.
- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration.
- Proficiency in Microsoft Office Suite and Quickbooks. Experience with Network for Good a plus.
- Highly organized with attention to detail; patience; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Strong interpersonal skills.
- Excellent written and verbal skills.
- Strong commitment to the environment and community.

Experience, Knowledge, Skills & Abilities Desired:

- Natural resource or environmental stewardship experience.
- Previous nonprofit experience

This position is more than a list of required qualifications. We understand that candidates may have competencies not listed in the above requirements. Please consider applying if you meet many of the above requirements and are enthusiastic about gaining additional skills required to execute the position's essential job duties and responsibilities. Professional development opportunities are one of the benefits of being part of the GARNA community.

GARNA is an equal opportunity employer that values and is enriched by diversity. We center equity in all our work and in our hiring practices.

How to Apply: Qualified applicants should send a cover letter and resume to Dominique Naccarato, Executive Director, at Dominique@GARNA.org (subject: Operations and Development Manager). In your cover letter, please be sure to indicate where you found this position announcement. Applications accepted until February 15, but interviews will begin immediately.