



Operations Manager

ORGANIZATION DESCRIPTION:

Coosa Riverkeeper is a 501(c)(3) non-profit organization located in the Coosa River watershed with an office in Mt Laurel, Ala. We work to protect, restore, and promote the Coosa River and its tributaries in Alabama. Learn more at CoosaRiver.org!

JOB DESCRIPTION: The Operations Manager plays an integral role in managing and optimizing Coosa Riverkeeper's efficiency in program delivery, financial stewardship, and operational excellence. Duties include financial management, administrative resource development, and facility management. The Operations Manager is a full time position that reports directly to the Executive Director/Staff Riverkeeper.

FINANCIAL MANAGEMENT:

- Deposit checks and process bills (accounts payable and accounts receivable) in Quickbooks Online for the organization on a weekly basis
- Prepare and maintain various financial reports as requested by Executive Director, Executive Committee, or Board of Directors (i.e. Profit & Loss, Balance Sheet, Cash Flow, other reports as needed/requested)
- Assist with development, management and tracking of budgets, evaluating, and monitoring expenses to ensure maximum efficiency of donor dollars and other resources

RESOURCE DEVELOPMENT

- **DONOR MANAGEMENT:**
 - Lead administrative aspects of individual giving, corporate giving, and grant management including donor research, data management, donor communications, pre-proposal grant applications, tracking, and record-keeping
- **EVENTS**
 - Prepare for outreach and fundraising events by packing materials and merchandise, confirming locations, and helping with communications for the event
 - Unpack from events and organize event storage area
 - Help plan events by managing event finances (income & expenses), communications, website updates, confirming vendors, attending planning meetings, etc.

GENERAL ORGANIZATIONAL SUPPORT

- **OPERATIONS**

- Support the needs of the Community Engagement Department and the Program Department to ensure consistency, efficiency, and best practices.
- Provide administrative support to the Executive Director, including managing day-to-day operations, organizational calendar, orientation of employees, and benefits for all staff
- Manage and maintain supply inventories for programs, office, and events
- Organize and maintain all administrative systems, office management and supplies
- IT Support of computer and electronic hardware and software, and identify when more specialized IT experience is needed for improvements
- FACILITY MANAGEMENT
 - Serve as the liaison between vendors and Coosa Riverkeeper staff
 - Manage all Coosa Riverkeeper inventory (physical and online shop) and ship merchandise orders in a timely manner
 - Maintain a neat, productive, and enjoyable work environment for all staff

REQUIRED QUALIFICATIONS:

- Ability to lift 60 lbs, must maintain a valid driver’s license, and be at least 21 years of age
- Competency in the Google Workspace and Apple products
- Intermediate knowledge of QuickBooks Online is required
- Consistency, efficiency, reliability, attention to detail, and strong math skills
- Detail oriented, excellent verbal and written communication skills

DESIRED QUALIFICATIONS:

- Bachelor’s degree in Accounting, Finance, or a related field is preferred
- Experience with Square, website development, and inventory management software
- Comfortable troubleshooting IT, software, and hardware issues
- 2 years of relevant experience working in non-profit accounting and bookkeeping
- Thorough knowledge and understanding of GAAP and/or Bill.com

BENEFITS

Being a part of the Coosa Riverkeeper team gives you some great opportunities to grow as an individual and in your career as you protect the Coosa. Our benefits and perks include:

- 100% company paid health, dental, vision, and accident insurance
- monthly cell phone stipend
- 3% company match for a Simple IRA account
- flexible professional development spending account for continual growth
- generous vacation and leave policy, flex-time as compensation for occasionally working nights & weekends
- opportunities to participate in local and regional conferences
- relaxed, dog-friendly office environment
- staff retreats and outings on the river
- ability to sleep well at night knowing you’re doing good work
- pro deals on 100s of outdoor brands like Patagonia, Mountain Khakis, etc.

KEY CHARACTERISTICS: being a part of the Coosa Riverkeeper team means being a good listener and collaborator, one who can work in diverse settings and with diverse populations. A successful team member:

- is coachable, including taking and receiving actionable feedback
- is very organized and has the ability to multitask on projects
- is a self-starter who produces high quality work and has great attention to detail
- has a strong work ethic to ensure tasks are completed efficiently and accurately
- is a critical thinker with the ability to meet short-term and long-term goals
shares our sense of urgency in improving water quality and protecting public health
- believes that everyone has a right to clean water

COMPENSATION: A physical presence in the Coosa Riverkeeper office is required. The work schedule will be flexible and some duties may be completed from an adequately equipped home office. Compensation is based on experience with a range of \$40,000-\$55,000 with benefits.

WHAT'S NEXT: Interested applicants should submit a cover letter, resume, and list of three references with contact information to Coosa Riverkeeper's Executive Director Justinn Overton via email to justinn@coosariver.org no later than February 29, 2024. Preferred start date as soon as possible. This posting will remain open until the job is filled.

All Coosa Riverkeeper employees and interns are expected to follow general employee policies and procedures found in the employee handbook. In addition to the position responsibilities stated above, these include maintaining a healthy and productive workplace in the office, lab and field, as well as contributing to the overall maintenance and wellbeing of the workspace.