

Wild Bear Nature Center  
Executive Assistant

Our mission is to inspire a life-long connection to nature and community through creative exploration of the outdoors.

Wild Bear Nature Center is established and growing all ages nonprofit nature center with innovative and creative outdoor education programs. Wild Bear was a key partner in the preservation of Mud Lake and is in a capital campaign to build the nature center on their own 5 acres adjacent to Caribou Ranch and Mud Lake Open Spaces. This position is a newly created, half time position and will be tasked with assisting the Executive Director and Wild Bear staff with organizing and supporting Wild Bear's fundraising and financial goals.

**Job Responsibilities**

Fundraising Administrative Support:

- Collaboratively with the Executive Director, Director of Community Partnerships and Development Director, utilize established systems and create new ones to track all donations, cash and in-kind, and create reports for the Board of Directors and Capital Campaign Committee.
- Manage databases
- Donor acknowledgement and tracking
- Schedule, support and provide minutes of committee (development, events, etc) meetings
- Manage the smartsheet, the moves management and tracking of donations for the Capital Campaign Committee.

Analytics and Reporting

- Develop metrics to monitor project success in collaboration with the development team and senior leadership
- Prepare weekly, monthly and quarterly reports for the Executive Director, Capital Campaign Committee and Board of Directors as appropriate or requested

Financial Administrative support:

- Data entry and budget tracking support
- Accounts payable and receivables coordination
- Assist Executive Director, Treasurer and outside consultant to complete annual review or audit and 990

**Employee Profile**

- Understand and apply Wild Bear's mission, vision and values to all activities.
- Excellent interpersonal, analytical and organizational skills and ability to prioritize and execute responsibilities in the face of conflicting priorities.
- High standard of excellence.
- Demonstrated record of following up in a timely manner.
- Excellent written and oral communication and organizational skills.
- Self-motivated with excellent follow through: takes the ball and runs.
- Ability to prioritize and manage time.
- Strong work ethic with the dedication to getting the job done with a "can do" attitude.

**Qualifications**

- Demonstrated success with administrative, operational and/or finance work

- Knowledge and proficiency at an intermediate or higher level experience with web based tools such as google suite, adobe, and Microsoft Office applications.
- Experience with nonprofit organizations
- Local Peak to Peak area residency preferred

Half Time (at least 20 hours/week)

\$20,000 annual salary

Paid time off

Sick time

Health stipend