

## Wild Bear Nature Center

### Executive Assistant

Half-time position, in person (Nederland, CO)

Application deadline: Jan 17, 2021

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

Wild Bear Nature Center, located in Nederland, CO, is the only all-ages nonprofit nature center in Boulder County. Wild Bear's programs bring nature education and exploration to thousands each year, and our interim nature center is open 360 days a year.

It's an exciting time to join the team at Wild Bear. We are in the midst of a capital campaign to support building a new net zero nature center that will be located adjacent to nearly 3000 acres of open space, just north of Nederland (see more [here](#)). The Executive Assistant, a newly created half-time position, would play a key role assisting the Executive Director and Wild Bear staff in coordinating the organization's fundraising efforts, with a key focus on supporting the capital campaign. This role is an amazing opportunity to make a lasting impact on nature education in the Peak to Peak region, and to bring organizational and administrative skills to an ambitious and mission-driven fundraising project.

### Job Responsibilities

#### Fundraising Administrative Support:

- Project Management: work with organizational leadership to manage and create systems to track fundraising and accounting, including donor and donation management.
- Tracking and Follow-Up: Coordinate communications of the Capital Campaign and its Committee members.
- Database management: responsible for ensuring all databases are up-to-date and synced.
- Donor acknowledgement and tracking: ensure donor contributions are acknowledged in a timely fashion.
- Meeting Coordination: scheduling, agenda communication and documentation (i.e. note-taking and filing) for relevant meetings, including those for events, fund development, and capital campaign committee.
- Assist with Event implementation, including the Public Phase of the Capital Campaign

#### Volunteers

- Create volunteer database and ensure all volunteers track hours and accomplishments
- Ensure all volunteers receive and fill out paperwork and handbook including necessary background checks
- Track volunteer hours for reporting and acknowledgement

- Create and implement a cultivation plan of volunteers acknowledging their contributions to Wild Bear

### **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**

- Deeply motivated by Wild Bear's mission, vision and values, and committed to apply them to all activities.
- Highly organized, with the ability to prioritize, manage time, and execute responsibilities in the face of multiple priorities.
- A demonstrated record of success working with a wide range of individuals, and following up on tasks and projects in a timely manner.
- Excellent interpersonal, analytical and organizational skills
- High standard of excellence.
- Excellent written and oral communication.
- Self-motivated with excellent follow through: takes the ball and runs.
- Strong work ethic with the dedication to getting the job done with a "can do" attitude.

### **Qualifications**

- Experience with nonprofit and/or mission-driven organizations; knowledge of 501(c)(3) accounting practices preferred..
- Demonstrated knowledge of administrative, operational and/or finance work and proficiency at an intermediate or higher level experience with web based tools such as Google Suite, Adobe, and Microsoft Office applications.
- Experience with Quickbooks preferred.
- Experience with DonorPerfect or other donor management software preferred.
- Familiarity with Peak to Peak communities and local residency preferred

Half Time (at least 20 hours/week)

In person position, located in Nederland, CO

\$20,000 annual salary

Half Time Benefits to activate after 90 days of employment

Paid time off: accrued monthly at 3.33 hours/ month (40 hours/year)

Sick time: 40 hours/year

Health stipend: \$75/month

To apply, email your resume, cover letter, and three references to [jobs@wildbear.org](mailto:jobs@wildbear.org) by January 17, 2021