

# Operations Manager

Water Education Colorado  
4777 National Western Drive  
Denver, CO 80216



**Position Type:** Part-Time or Full-Time, Salaried, Exempt  
30-40 hours per week, depending on the interests and abilities of the individual.

Some of the responsibilities outlined are currently covered by a Contract Accountant. If an applicant has the financial skills and accounting background to reduce that contract, this would be a great full-time position. If not and they are interested in working less, this would be a great  $\frac{3}{4}$  time position.

**Target Start Date:** April/May 2023

**Application Deadline:** Applications open until position filled, but preference given to applicants submitting by March 14, 2023

## About Water Education Colorado

Water Education Colorado (WEco) is a 501(c)3 nonprofit organization providing policy-neutral news and informational resources, engaging learning experiences, and empowering leadership programs focused on Colorado's most critical natural resource: water. Since 2002, we have been working statewide to ensure Coloradans are knowledgeable about key water issues and equipped to make decisions that guide our state to a sustainable water future. We have a trusted reputation in and outside of the water sector, and are widely considered the leading organization for informing and engaging Coloradans on water.

Our programs target a range of audiences in service of our mission, including lawmakers and other decision makers, water sector professionals, business leaders, students, educators, and interested community members. We publish *Headwaters* magazine and the Citizen's Guide series, offer the annual Water Fluency and Water Leaders programs, convene and support the Water Educator Network, provide a variety of tours, workshops, webinars and outreach events, and co-host the annual Sustaining Colorado Watersheds conference, among other activities. We collaborate with partner entities around the state to accomplish our programs and strategic goals. Increasingly, we are working to reach underserved audiences across the state with a focus on equity and inclusion.

We offer a collaborative, flexible, supportive and rewarding work environment in a great location at the new CSU SPUR campus at the National Western Center in north Denver. Working with WEco's dynamic team, audiences, and broad-based community of supporters provides opportunities to engage within all major river basins in the state and to network with a wide variety of educators, top resource managers, and decision makers.

## Position Summary

The Operations Manager plays a critical role in achieving WEco's mission by establishing and supporting effective procedures and systems to ensure the organization runs smoothly and efficiently and has sound financial footing. Primary responsibilities include financial

management and reporting, office management and administration, database administration, and employee benefits administration.

The ideal candidate shares our passion and enthusiasm for the future of water, recognizing the value of our policy-neutral approach to building a water-aware Colorado and informing decision making and civic engagement at all levels. They are extremely reliable, organized, and detail-oriented and thrive in an office setting and more internally focused role.

The position reports to the Executive Director, and supervises the Administrative Assistant, as well as managing several outside contractors.

## **Responsibilities**

### Financial Management and Reporting

*Oversees the financial functions of the organization, including budgeting, reporting, accounting, and accounts payable/receivable*

- Plan, coordinate, and execute an annual operating budget for the organization in conjunction with the Executive Director
- Oversee the timely and accurate preparation of monthly and year-end financial statements in accordance with generally accepted accounting practices (GAAP), as well as the preparation of monthly cash flow reports
- Prepare financial reports as requested for WEco's programs, projects and grant reports
- Create and present financial dashboards for communication to board and staff
- Accurately code and enter all transactions into the QuickBooks Online system
- Prepare bank deposits and process credit card payments
- Generate and track invoices for all program and fundraising income.
- Ensure timely payment of all bills
- Assist with financial aspects of fundraising and special events, including supporting grant proposals and reports, and managing the online bidding and tracking system for our annual gala
- Reconcile data between accounting and donor tracking systems

### Office Management and Administration

*Ensures the smooth and efficient operation of the office and administrative functions, including managing benefits administration, purchasing, facilities, insurance and nonprofit filings, and membership benefits and renewals*

- Support the Executive Director on human resource-related operations related to recruitment and retention, benefits administration, compliance, internal policies, and workers' compensation
- Oversee and maintain office facilities including lease renewal, upkeep, and purchasing
- Renew and update insurance policies

- Evaluate information technology needs regularly and ensure IT capabilities keep up with organizational needs by coordinating with contract IT support
- Oversee distribution of monthly membership renewal notices and bimonthly thank-you letters and benefit packages, and process incoming renewals
- Ensure membership benefits are administered regularly and correctly
- Coordinate closely with Administrative Assistant to ensure administrative functions are adequately fulfilled including filling publication orders, board and staff meeting logistics, phone and mail handling, etc.
- Monitor, track, and maintain awareness among senior staff of publications inventory
- Maintain the online store, including adding new products, monitoring inventory, sending invoices, processing sales tax exemptions, and recording sales

### Database Management and Administration

*Effectively maintain donor, participant, volunteer and staff data in WEco's CiviCRM database, lead use of the database for effective donor and member recruitment and acknowledgment, and monitor program involvement.*

- Oversee the daily operation of CiviCRM database, ensuring accuracy and integrity of contact data, contribution, event, and membership records
- Input information and keep records up to date for all staff, board members, volunteers and program participants
- Process and add all contributions to the database according to protocols and standards.
- Produce gift acknowledgments for donors
- Create segmented mailing lists for email and traditional mail communications as needed
- Update contact information, including through imports, update bounced emails, and monitor email lists for spam signups
- Ensure that all public-facing forms on the website are working and collecting needed information
- Create and manage registration processes for programs and events
- Create and maintain public membership directories for various purposes as needed
- Make recommendations for future database upgrades as needed, staying on top of trends and best practices, and work with contract web support to implement upgrades and check for bugs
- Provide ongoing database best practices training and information updates for other staff
- Compile periodic reports and/or contact lists for program attendance, volunteers, fundraising, membership recruitment, etc. as requested by other staff

### Additional Administrative Duties

- Establish and maintain documentation of financial and operational processes and procedures
- Manage the Board of Trustees' Finance Committee
- Attend, participate and report out to the full Board of Trustees at its meetings three times per year

- All other duties as assigned

## Required Qualifications

*This position requires an organized, detail- and systems-oriented individual with significant financial management experience and a strong understanding of databases and database integrity.*

### Education and Previous Experience

- Bachelor's or Master's degree required (in accounting, finance, nonprofit management or business a plus)
- Minimum three years of relevant experience in financial management
- Minimum two years of staff management experience
- Experience with CRM database management; experience with CiviCRM a plus
- Experience working with a governing board is preferred

### Skills, Qualities and Abilities

- Excellent written and verbal communication skills
- Exceptional attention to detail and commitment to accuracy
- Knowledge of finance, accounting, budgeting and cost control principles including Generally Accepted Accounting Principles (GAAP)
- Strong understanding of nonprofit financial reporting needs
- Proficiency in Microsoft Excel (intermediate to advanced) and QuickBooks Online
- Exceptional organizational skills to create and maintain financial systems and reporting mechanisms
- Excellent time management and ability to manage and meet multiple, competing deadlines
- Demonstrated ability to work collaboratively in a team setting
- Computer usage, including proficiency with other Microsoft applications and Google applications

## Physical Requirements

Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Events supported by this position may require the transportation of equipment and supplies. Must be able to occasionally lift up to 25 to 40 pounds, for moving or transporting program materials and other needs. Must be able to read, write and communicate fluently in English. Spanish fluency is an added plus.

## Compensation and Accountability

This is a full-time salaried, exempt position with competitive benefits, including generous paid time off; 75% employer paid health, vision, dental, and life insurance; plus 4% employer contributions to a retirement plan. Salary range \$58,000-68,000 for full-time, commensurate with background and experience. Following an introductory training period, some telecommuting and flex-time is allowed. Currently all staff are required to work two-three

days per week at the WEco office at 4777 National Western Center Drive, Denver, CO 80216. The position reports to the Executive Director.

## **Equal Opportunity**

Water Education Colorado is dedicated to the principles of equal employment opportunity. WEco prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

## **To Apply**

Email a cover letter and resume to [jobs@wateredco.org](mailto:jobs@wateredco.org) and include "Operations Manager" in the email subject line.

In the cover letter, please address the following 3 questions:

- 1) Why do you want to work with Water Education Colorado?
- 2) What makes you uniquely qualified for this job?
- 3) Where do you see yourself in 5 years and how will this help you get there?

No calls or drop-ins, please.

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