

## Wild Bear Nature Center

### Development Associate/Office Coordinator Job Description

This position is responsible for assisting the Administration for Wild Bear Nature Center with development and office coordination as directed.

#### Position Responsibilities

##### Development Responsibilities:

- **Grant Research**
  - Research online any and all operational and capital funding opportunities including foundations, government and corporate sponsorships.
  - Keep spreadsheet of deadlines and outcomes of grant submissions
  - Track all program data for grant purposes, including attendance and evaluation data
- **Grant Writing**
  - Write rough draft grant and sponsorship submissions for review by Executive Director
  - Make requested edits and collect financial data for final review before submission
  - Work with Executive Director to submit grant reports
- **Donor Support**
  - Become adept with Donor Perfect and enter data into database
  - Write thank you notes to donors
  - Make phone calls to set up appointments with donors
  - Send follow up thank you notes after any prospect donor meetings
- **Office Coordination**
  - **Office Duties**
    - Oversee the nature center when scheduled
    - Review source & allocate revenue to appropriate accounts
    - Prepare funds for deposit
    - Work with accountant to resolve any issues when needed to reconcile.
    - Pay monthly bills on time
    - Review and pay out Gift Shop Consignment
  - Invoice and process tuition payments for all fee based programs.
    - Create invoices and receive payments into Quickbooks
    - Maintain records of payment plans
    - Maintain CCAP processes including parent fees and the POS system.
  - Additional duties as assigned by Executive Director.

Wild Bear Nature Center is a grassroots nonprofit organization and is the only all ages nature center in Boulder County open almost every day to the general public. Wild Bear owns 5 acres amid 3,200 acres north of Nederland and is planning to build a permanent nature center there.

##### Position Profile and Skills:

- A positive team player, professional with all constituents
- Well organized
- Excellent Computer Skills, able to easily learn new programs
- Able to handle confidential material
- Flexible with a “can do” attitude
- Understands the nonprofit structure and passionate about raising funds to support the mission

- Passionate about Wild Bear Nature Center's mission and vision and is able to speak eloquently about it to individuals and community

### **Position Qualifications**

- Minimum education required is a high school diploma; preferred college degree
- Demonstrated ability to use standard computer programs such as Excel and Word.
- Knowledge of QuickBooks a plus
- Excellent written and oral communication skills.
- Strong organizational skills.
- Ability to prioritize work tasks.
- Detailed oriented.
- Self-starter with strong work ethic and ability to work without supervision.
- Ability to provide high level of customer service to both internal and external customers.
- Ability to move between different tasks as organization demands require.
- Clear Colorado Department of Human Services and FBI background checks.
- Understands and is passionate about Wild Bear Nature Center's Mission and Vision

### **Hours and Pay**

20 hours/week

\$12.50-\$15/hour

This position could be shared as two positions.

### **To apply**

Send cover letter, resume and 3 references to Jill Dreves, [jill@wildbear.org](mailto:jill@wildbear.org)

Wild Bear Nature Center is Boulder County's all ages, non-profit nature center offering year-round educational programs, fostering a lifelong appreciation of the environment, and promoting an environmentally aware, responsible and ecologically sound community. Since 1995, Wild Bear has preserved land and connected thousands of people to the natural world through the vision of the nature center facility located in Nederland, Colorado.

Application closing: 5/15/2018