

Devils River Conservancy

Job Description

Operations Assistant

Function:

The role of the Operations Assistant is to aid the Executive Director in implementing the programs and initiatives of the Devils River Conservancy; managing website development; maintaining donor database and communications; donor, landowner, and board communications content development; organizational assistance; fundraising assistance; research assistance; and to implement strategies and drive efforts toward the achievement of the Devils River Conservancy's philosophy, mission, and annual goals and objectives.

Reports to:

Executive Director

Major Responsibilities and Duties:

1. **Data management** – Manage donor and landowner data, with guidance craft and send donor communications, aid in compiling research data into database
2. **Research**- Research and summarize relevant information regarding assigned topics
3. **Content Development**- Utilize research in crafting content for DRC website, press releases, fundraising material, board communications
4. **Operations Support**- Assist in event coordination, broad based communication delivery program, grant writing, fundraising strategy implementation and aid in promotion and delivery of DRC programs and initiatives
5. **Bookkeeping**- Assist in maintaining non-profit financial records

Qualifications and Skills:

- College degree preferred
- Strong written and verbal communication skills
- PC Proficiency – Microsoft Suite (Word, Excel, etc.)
- Some graphic design experience a plus
- Strong attention to detail
- Strong time management skills – including the ability to realize when you have fallen too far down the “rabbit hole”
- Accounting experience a plus
- Ability to adapt quickly to new projects
- Non-profit experience a plus
- An understanding of rural communities and conservation issues is a plus

Salary: \$30-\$40,000 – commensurate with experience

Health and Dental Benefits

Two weeks of PTO

To apply please send a cover letter and resume/cv to
julie@devilsriverconservancy.org