absaroka | beartooth
WILDERNESS FOUNDATION

Operations Manager

The Absaroka Beartooth Wilderness Foundation – a Montana nonprofit that supports Wilderness stewardship and appreciation through volunteer projects and education – is seeking a full-time **Operations Manager** in Red Lodge, MT (preferred).

The Operations Manager supports all aspects of the organization, including office administration, fundraising, marketing and communications, as well as program responsibilities. Program work increases during the busy summer field season, when ABWF leads Volunteer Wilderness Stewardship efforts like multi-day backcountry trail projects, weekend weed pulls, Trail Ambassadors, Wilderness Steward Interns, a wide range of educational programs, and more, all across a nearly 1-million acre Wilderness area and its surrounding communities. The Operation Manager plays an important frontcountry role for these projects, helping with food and gear prep and volunteer coordination. Year-round admin work includes maintaining communications with supporters, keeping financial records up to date, and other regular office tasks. The Operations Manager also coordinates communication efforts – including email, website, social media, and print materials – for program outreach as well as marketing. Finally, the Operations Manager does get out of the office and into the field, participating in the ABWF stewardship projects they are most excited about.

DUTIES

Office Administration

- Managing volunteer and donor data through a Customer Relationship Management (CRM) platform
- Preparing expense reports, bank statements, and other monthly bookkeeping documents for our contract bookkeeper
- Day-to-day office management like mail, account maintenance, harddrive backups, etc.

Communications Coordination

- Working with staff to publish timely emails, social media posts, and website updates, including helping write content, edit photos, design aesthetic layouts, and maintain platforms
- Working with staff producing and sharing announcements for volunteer recruitment, jobs and internships, fundraising events, and other marketing material
- Supporting media needs of projects promoting Wilderness education and appreciation

Program Support

- Working with the program manager to coordinate volunteer communications during recruitment, pre-project, and post-project stages
- Supporting field crews with food and supply shopping, gear prep and cleanup, and other support
- Leading select day projects, co-leading select backcountry projects, and/or participating across ABWF programs: the Operations Manager will maintain personal experience with ABWF programs (up to individual ability) in order to provide knowledgeable and effective program support, and for the personal benefits of getting to work in the Wilderness

QUALIFICATIONS

- Well-Organized, High Attention to Detail, and On-Deadline, as demonstrated through experience with information management, client relationships, professional communications, and similar responsibilities. **SEEKING candidates with bookkeeping experience**
- Able to work independently – maintaining consistent performance of routine duties without close supervision – as well as in close coordination with team members on special projects

- Adaptable, able to work around the challenges – and jump in to help solve the problems – that go with running a nonprofit and leading volunteers in the backcountry
- Strong personal communications skills – able to communicate and work well with team members, partners, volunteers, and donors, in person and remotely
- Strong public communications skills – able to engage interest through various written, visual, and other media; positively represent ABWF, our partners, and Wilderness values to the general public; and concisely convey important information to a broad and diverse audience. **Communications experience and an eye for online graphic design a plus**
- Computer skills – competency with Excel, able to learn basic CRM, publishing software, and website maintenance skills. **Experience with Little Green Light, WordPress, and/or Quickbooks, or similar programs, a plus**
- Desire to engage in and contribute to all aspects of Wilderness stewardship – from trail work to weed pulls to education and outreach – that invites, welcomes, and supports a diversity of Wilderness stewards
- Desire to engage in and contribute to the development of a sustainable non-profit, including help with new program and fundraising initiatives as well as improving existing internal systems
- Personal experience – or enthusiastic willingness to acquire experience – in the Absaroka-Beartooth Wilderness and its surrounding communities

COMPENSATION

- $36,000-$40,000 annual salary
- Paid federal holidays and competitive paid time off

Please email (a) cover letter, (b) resume, and (c) 3 references to ABWF Executive Director Patrick Cross at pcross@abwilderness.org. **Accepting applications until filled – hiring immediately to start in early 2023.**

ABWF is an equal opportunity employer and provider, dedicated to a diverse, equitable, and inclusive environment