



PEOPLE AND CARNIVORES

## **Outreach and Administrative Coordinator**

<b>Reports to:</b>	Executive Director
<b>Date:</b>	March 2022
<b>Commitment:</b>	Part-time, 1-3 days/week (depending on activities and preferences)
<b>Compensation:</b>	Hourly rate \$20-\$26, DOE and capacity level
<b>Benefits:</b>	None at the initial commitment level (benefits attach at 24 hours/week)
<b>Location:</b>	Bozeman, Montana (in office, or hybrid work in office and at home)

### **General description of position\***

The Outreach Coordinator works with staff to administer the People and Carnivores' outreach program, as well as some admin/office management and light communications work. Responsibilities fall in three areas: (a) Executing/implementing the outreach/fundraising calendar and its activities with the Executive Director and other staff; (b) Managing incoming communications and processing of donations/gifts; and (c) Administrative assistance and support of home office operations in Bozeman and field operations across western Montana.

\* We are also hiring for additional functions in the communications and program areas, for candidates with relevant skills and desired capacity in those areas. A combined, expanded role is possible. See our other job postings.

### **Functional Responsibilities**

#### *Outreach (50%)*

- Work with the Director and other staff to develop materials and administer the calendar/schedule for annual fund outreach (print and digital letters, newsletters, etc.)
- Coordinate mailings (both print and digital), produce mailing lists, inventory and stock print materials and office supplies, manage digital outreach/fundraising campaigns
- Maintain various platforms/subscription services involving promotion and outreach
- Participate in continued development and application of the communications plan

#### *Processing and Database Management (30%)*

- Input gifts and grants into database (Little Green Light, a basic, user-friendly database)
- Produce and mail donation acknowledgements after gift processing
- Oversee accurate, complete, and timely database records and data
- Process online and monthly donations and digital campaign giving
- Coordinate with Director and/or bookkeeper on donation processing as needed

#### *Administrative Support (20%)*

- Responsible for mail, bank deposits and deposit reports (no financial management/knowledge necessary)

- Handle office and equipment management, tech support needs, and office supplies
- Coordinate meetings, workshops and sign-ups, events
- Manage digital platform subscription services used in fundraising and program work
- Support Executive Director and other staff as otherwise needed

### **Characteristic and Competency Requirements**

*Consistently demonstrates:*

- Professionalism, high integrity, and trustworthy
- Timeliness, sets and meets deadlines
- Strong follow through and follow up, and attention to detail and accuracy
- Quick/prompt responsiveness in staff communications
- A naturally proactive and communicative work ethic and style
- Positively and proactively maintains working relationships, including giving timely feedback and asking for what is needed
- Values learning and works to respond to feedback with openness, curiosity, and learning
- Holds sensitive and proprietary information in confidence, including sensitive programmatic and all fundraising/donor-related information

### **Other Requirements**

- Occasional thought infrequent evening and weekend work
- Occasional though infrequent travel
- Maintain periodic communications throughout the week

### **How to apply**

Email a cover letter and resume to Lisa at [lupson@peopleandcarnivores.org](mailto:lupson@peopleandcarnivores.org). **Please, no phone calls.**

We will integrate writing samples and references into the process after initial review. We will review applications and interview qualified candidates on a rolling basis and may hire for the position at any time, so we encourage early application. Thank you.