

Friends of the Front Range Wildlife Refuges

Position Title: General Manager

Location: Rocky Mtn. Arsenal National Wildlife Refuge, 6550 Gateway Road, Commerce City, CO

Starting Salary Range: \$55,000-\$57,000

Status: Full-Time, Exempt

Reports to: Board Friends of the Front Range Wildlife Refuges (FFRWR)

Start Date: February/March 2024 (flexible)

Application Deadline: Jan. 26, 2024 by 5pm. Interviews may occur as qualified candidates apply.



Organizational Overview:

The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

General Summary of Position:

FFRWR is a small organization and is growing due in part to greatly increased attendance at the National Wildlife Refuge. This is an administrative leadership position within the organization. The job responsibilities may evolve over the next year, depending upon the initiative and skills of the new hire and opportunities for organizational growth. The General Manager (GM) reports to the Board of Directors and their committees. Strong leadership and support are available from the FFRWR Board of Directors and the Rocky Mountain Arsenal National Wildlife Refuge staff.

The GM will be responsible for general administration and operations for Friends of the Front Range Wildlife Refuges. The GM oversees the day-to-day administration and operations including finance, office management, fundraising, program oversight, staff supervision, and communications. The GM plays a critical role in contributing to and promoting the organization's culture, vision, goals, and objectives.

The responsibilities of the GM include the following:

45% - Financial & Organizational Administration

- Oversee Finances/Budgeting: Work with FFRWR Treasurer and outside accountant to track bank accounts and debit card expenditures. Maintain procurement/inventory records, pay bills, enter all income/expenses into QuickBooks. Prepare monthly financials to present to FFRWR board.
- Oversee payroll processing with COPAC (payroll contractor). Purchasing as needed for the organization.
- Coordinate with Natures Nest Coordinator on inventory, and Natures Nest expenses and income.
- Manage Contractors: Maintain accounting financials for each contractor and grant. Maintain and update all ASAP, SAM, Grants.gov federal government accounts. Ensure that all records are accurate and up to date and report monthly to the FFRWR board. Make timely payment to contractors and ensure receipt of contract deliverables. Perform closing activities and file final grant reports as needed.
- Manage day to day flow of organizational coordination (meetings, partnerships, federal and state requirements)
- Maintain administrative and financial files, records and supplies.

25% - Team Supervision & Board Development

- Coordinate staff meetings and professional development opportunities
- Supervise/Manage Nature's Nest Coordinator – part-time position.
- Supervise/Manage Volunteer Coordinator – full-time position.
- Coordinate with Generation Wild Northeast Metro Coalition Manager as FFRWR is the Fiscal Sponsor.
- Support board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction.

20% - Development & Fundraising

- Work with FFRWR Board of Directors on annual fundraising plan.
- Maintain the Salesforce donor database and establish donor relationship management protocols and policies.
- Participate on FFRWR Development Committee.
- Manage the annual Harvest Moon dinner event, coordinating with the Board Event Committee.
- Coordinate Colorado Gives Day.
- Investigate opportunities for outside grants, including foundations, corporations, and government entities, in coordination with the Board of Directors and US FWS staff.
- Manage the annual grants calendar with US FWS staff ensuring deadlines for proposals and reports are met and deadlines are communicated with necessary staff to allow ample time for input and completion.

10% - Marketing & Communications

- Manage social media accounts including Facebook, Instagram, and Twitter.
- Create bi-monthly FFRWR newsletters and annual report.
- Update FFRWR website.
- Participate in Outreach events for FFRWR

FFRWR is a small organization, in addition to the primary job responsibilities described above, each FFRWR staff person is called upon to perform other tasks as necessary by the FFRWR Board of Directors, especially around events on weekends, as well as some administrative and general tasks.

Qualifications:

- Minimum 3-5 years of experience in office administration, general bookkeeping, accounting systems and procedures. Work at a nonprofit organization is a plus.
- Possesses knowledge of accounting principles, finance, and budgeting.
- Strong organizational and time management abilities.
- Experience with QuickBooks. (on-line)
- Proficiency in Word and Excel.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Development experience - success in raising funds, event planning and mobilizing board and staff effectively.
- Experience in customer service.
- Strong communication skills.
- Work as part of a team, and with varying seniority levels, including staff, board members, USFWS managers, grantors, contractors, and partners.
- Experience with social media platforms and website content management preferred.
- Associate or College degree preferred.

Hours and Compensation: Benefits for full time employees include a stipend for health, dental, and vision insurance, paid vacation, holidays, sick leave, and professional development opportunities. Hours of work include 40 hours per week. Flexibility to work one or two days from home. Compensation will be determined based on experience, within the range of \$55,000-57,000.

Application Process: To apply, please send a single PDF to BOARD@ffrwr.org with a resume and cover letter explaining how your experience aligns with the position. Please reference "General Manager" in the subject line of your email. Please read about Friends of the Front Range Wildlife Refuge at www.FFRWR.org. Resumes will be accepted until January 26, 2024. Interviews may occur as qualified candidates apply.

Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting