



Sawtooth Society Director of Operations Job Description

The Sawtooth Society is a non-profit, non-partisan, conservation organization in the heart of Idaho. The Sawtooth Society's mission is the preservation, protection, and enhancement of the 756,000-acre Sawtooth National Recreation Area (SNRA). For over twenty-five years, the Sawtooth Society has focused on stewardship, collaboration, and advocacy work. Key outcomes have included influencing public policy decisions, preventing inappropriate development, granting one million dollars in funding for recreation enhancement projects, and participating in local coalitions such as Vision 20/20, the Sawtooth Coalition, and the Sawtooth Valley Wildlands Fire Collaborative. The Sawtooth Society also hires and manages an annual trail crew which offers volunteer training and projects to clear 150 miles of priority trails each summer.

Reporting to the Executive Director, the Director of Operations organizes and implements essential details and processes of the organization. The Director of Operations is specifically responsible for providing financial, development, communications, administrative, and human resources support. This role also has potential to grow into greater responsibility.

Ideal candidates will excel at and look forward to:

- Coordinating and implementing various projects at once.
- Maintaining organizational timelines and deadlines using project management skills.
- Managing many details over time for the organization.
- Creating and providing essential data and reports on schedule and when requested.
- Playing a key role in tracking and managing donations and expenses to build organizational capacity.
- Building trust and rapport with a not-for-profit board of 28 Directors to move the organization forward and create innovative fundraising ideas and opportunities.
- Bringing their strengths to the job while developing themselves as a life-long learner.
- Managing the 'Essential Job Duties' listed below by bringing their proven track record of success with and their enthusiasm for the necessary administrative, leadership, and teamwork skills.
- Taking responsibility within a team and while working independently.
- Being part of a dedicated team who cares deeply about public lands.
- We need someone who looks forward to supporting and working closely with an Executive Director, and through the Director, also supporting a non-profit Board of Directors to preserve and protect the SNRA. If that describes you, please apply.



Requirements and Desired Skills:

- Bachelor's degree preferred or equivalent work experience.
- Ability to provide excellent customer service and maintain positive and effective communications with staff, board, donors, and community.
- Willingness to support organizational needs and objectives.
- Strong belief in and support for the organization's mission.
- Basic bookkeeping experience with Quick Books Online (or proven ability to learn QBO) is required.
- Must be able to respectfully maintain confidentiality.
- Able to work independently and prioritize tasks without significant supervision.
- Valid driver's license required.
- Must be legally able to work in the U.S.
- Experience with MS Office and OneDrive is ideal.
- Experience with Blackbaud's eTapestry donor database (or similar CRM software) is important.

Essential Job Duties:

- Financial Coordination in Support of Contracted Bookkeeping Staff
 - Appropriately document all items of income, expense, pledges, and bills for delivery to our bookkeeper in an accurate and timely manner and enter financial data into spreadsheets, databases, and financial software.
 - Maintain organized and accurate records of contracts and agreements.
 - Prepare financial data and reports regarding forecasting, cash flow, and program budgets.
 - Process all fundraised income including sponsorships, tickets, auction income, taxable income, tax deductible donation receipts, and acknowledgements.
- Development Assistance and Coordination
 - Maintain strict confidentiality in management of sensitive donation and donor information.
 - Oversee coordination of all fundraising campaigns including events, grants, and individual gifts.
 - Complete daily eTapestry Contact Relationship Management database entry.
 - Support contracted event planner with communications, marketing, billing, invoicing, vendor payments, and tax receipts, as assigned, for the summer fundraiser, the Sagebrush Soiree.
 - Maintain a call list for the Executive Director regarding recent gifts and lapsed donors and other donor communications.
- Communications and Marketing Support
 - Text and phone call handling and screening
 - Contact list maintenance and organization in Constant Contact and eTapestry.
 - Participate in monthly content brainstorming with contracted social media team for all Society communications platforms.
 - Gather copy to prepare and finalize press releases for approval by Director and/or Board Chair.
 - Review Society's website quarterly for necessary updates.
- Administrative Planning, Record Keeping and Support
 - Provide support and information to consultants and suppliers potentially including external communications/media coordinator, graphic designer, website designer, and printing services.
 - Follow the annual operating plan which contains the core work and key activities annual budget, goals and objectives, and key performance indicators.
 - Format the reading packet materials provided by the Executive Director for monthly distribution to the Executive Committee and Board ahead of meetings.
 - Implement preparation, distribution, and filing of minutes for official EC and board meetings.



Essential Job Duties, Continued:

- Stewardship Project Support.
 - Complete stewardship program billing, coding expenses, filing reports, tracking volunteer contact info, tracking expenses for budgeting purposes, and communications.
 - Maintain files and implement application procedures for the Sawtooth Society's grantmaking program: the Sawtooth National Recreation Area License Plate Fund.
- Human Resources for staff of 2 FT and 3 PT people
 - Support organization to fulfill all legal requirements during hiring by maintaining accurate, up to date employee form, records, and data.
 - Refer employee concerns and questions to the correct person as directed.

Other Duties as Assigned

Why work for the Sawtooth Society?

- Make a difference for our land and the communities of people, animals, and plants that rely on it.
- This position can develop over time to include greater responsibility.
- Work at an organization that offers both management and coaching to the staff.
- Full-Time salaried employment and health insurance reimbursement.
- We will create a work schedule that serves everyone involved and the organization.
- We offer an office and the equipment you need to do the job...plus are open to offering work-from-home flexibility for the right candidate. This job is based in Hailey, ID. The ideal candidate will live in the Wood River Valley or Stanley, ID. If in Stanley, must be willing to travel regularly to the Wood River Valley as needed to perform the duties of the position.
- Access to pro deals on outdoor equipment.

How to apply:

Combine your resume, cover letter and three references into a single attached document and email it to Sawtooth Society Executive Director, Kathryn Grohusky, at kathryn@sawtoothsociety.org. Please include your LAST NAME and "OPERATIONS JOB APPLICATION 2024" in both the email subject line and the filename of the application document. You will receive acknowledgement of receipt of your application via email.

The Sawtooth Society is an equal opportunity employer.