



**ADVOCATES for the WEST**  
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## **HIRING ANNOUNCEMENT – OPERATIONS MANAGER**

**Location: Boise, Idaho**  
**Start Date: June 14, 2021**

### ***About Advocates for the West***

*Advocates for the West* is a leading non-profit public interest environmental law firm with offices in Boise, ID, and Portland, OR. We provide legal counseling and representation to a wide array of conservation groups, Native American Tribes, and individuals, primarily in federal court.

Our case docket is focused on fighting public lands oil and gas leasing; protecting sage-grouse habitat throughout the Interior West; saving the Pacific Northwest's salmon, steelhead, and other imperiled fish; defending special places stretching from the coast of California to the Rocky Mountains in Colorado and national forests in northern Washington to the borderlands of Arizona; and protecting communities from mining and pollution. Learn more about our 18+ years of success at [www.advocateswest.org](http://www.advocateswest.org).

### **Summary of Position**

The Operations Management (OM) is responsible for the smooth business operations of the Boise and Portland offices. The OM has primary responsibility for day-to-day financial operations, office management and coordination of support services to our attorneys, development and communications staff, and the Executive Director. The OM manages QuickBooks and works closely with the external bookkeeper to maintain monthly bookkeeping, manages the Constituent Relationship Management (CRM) system, and assists in implementing events, communications, human resources, and fund development projects. The OM oversees all I.T. providers, office contractors, business vendors (including soliciting bids for services when needed); monitors and re-stocks office supplies; oversees Boise facility maintenance; maintains all business files. The OM is an integral member of the fund development team, engaging in direct donor cultivation. The Operations Manager is full time and reports to the Deputy Director.

### **Position Responsibilities**

#### **Office Management (40%)**

- Plan for and maintain efficient office functions including: clerical and court filing assistance to attorneys; internet/phone services, printers and copy machines; purchase and inventory of office equipment; monitoring and restocking office supplies
- Communicate with the public and supporters, both on the phone and in person
- Collect incoming mail at post office daily and distribute to appropriate employees
- Administer employee benefits
- Participate in new staff onboarding
- Oversee facilities management of Boise office
- Coordinate office and workspace changes and upgrades
- Maintain off-site and on-site records
- Inventory organization-wide I.T. needs and coordinate I.T. contractors
- Manage organization-wide staff timesheet records and prepare related reports

- Assist Deputy Director to manage staff and board meeting planning & logistics

#### Financial Management (30%)

- Manage receivable and payable accounts
- Track all payable invoices, monthly bills and ensure timely payments
- Review checks and invoices with the Executive Director for approval and signature
- Prepare and make bank deposits
- Input all income and expenses in QuickBooks, and work with the external bookkeeper to complete financial reporting packages
- Assist in annual audits conducted by external CPA

#### Development and Communications (30%)

- Manage Constituent Relationship Management (CRM) system, including tracking all donations, maintaining records, and serving as organizational lead on Bloomerang reporting, best practices, training, etc.
- Manage online donation processing
- Assist with updating website including news/events page, staff/board profiles and general maintenance
- Manage volunteer program and all related activities involving volunteers
- Assist fund development team with event planning and implementation, as needed
- Serve as relationship manager for donors in the \$1-99 annual giving group

#### **Qualifications**

Education: University degree in business, organizational development or related field; or demonstrated, comparable experience.

Prior Experience: Two or more years' experience working in a business or nonprofit office.

Knowledge: Understanding of general and operational practices.

Skills and Abilities: Proficient in QuickBooks, Microsoft Office, website management, and CRM systems. Detail-oriented and reliable, with excellent interpersonal and problem-solving skills.

*Advocates for the West* is committed to becoming more representative of the communities we serve and encourages people from underrepresented backgrounds to apply. We value a wide range of relevant experiences within and outside of the nonprofit environmental sector. We are committed to providing equal employment opportunities without regard to race, ethnicity, national origin, age, gender identity, sex, sexual orientation, physical or mental disability, marital status, pregnancy, medical condition, veteran status, region, and socioeconomic background.

#### **Compensation**

Starting salary is \$45,000+, depending on experience. We also offer discretionary annual bonus and employer retirement plan contributions. Benefits include medical, vision, and dental insurance, disability insurance, pre-tax medical savings plan, and generous vacation and leave policies, plus a sabbatical program after seven years' employment.

**To Apply:** Submit a cover letter, resume, and two references to [hire@advocateswest.org](mailto:hire@advocateswest.org) with the subject "Operations Manager". Applications close May 15, 2021.