

The Campaign to Save the Boundary Waters is Hiring!

The Campaign to Save the Boundary Waters (the “Campaign”, an initiative of Northeastern Minnesotans for Wilderness) seeks to hire an Administrative Coordinator. The Campaign is the lead non-profit organization working to prevent development of sulfide-ore copper mining in the watersheds of the Boundary Waters Canoe Area Wilderness and Voyageurs National Park. Together, with a coalition of more than 400 other organizations, businesses and groups, we are leading a local, state, and national Campaign to prevent the devastation of this priceless Wilderness by sulfide-ore mining.

POSITION SUMMARY

The Administrative Coordinator will reports to the Executive Director. They will oversee the Campaign’s accounts receivable/accounts payable, database and donor management, office management, technology support, and assistance with in addition to providing support for communications, fundraising, and events. The position will be based in Minneapolis, and is a full-time position, with considerable flexibility.

RESPONSIBILITIES

Accounting:

- Review and process reimbursements for staff and volunteers
- Communicate with vendors about invoices and accounting
- Process and prepare invoices for accountant
- Mail checks to pay invoices and reimbursements
- Gather and code credit card receipts for Campaign credit cards
- Assist with intern onboarding and support
- Prepare and code all cash, check and credit card donations and pull reports for the accountant
- Track and enter all stock donations
- Prepare monthly reports of donations and pledges

Database and Donor Management:

- Communicate with database support team and facilitate database upgrades as needed
- Database entry including mailing lists and donations
- Complete and maintain member, donor, volunteer, event, and all other database records
- Ensure memberships and donations from all sources are processed on a timely basis (mail, in-kind, stock, legacy, in memorial/honorary, donor-advised funds, events, promotional, checks, Square, GiveMN, Benevity, Paypal, credit cards, etc.)
- Ensure timely acknowledgement for donor contributions
- Prepare weekly bank deposits
- Prepare regular fundraising reports and data analysis
- Communicate with donors about thank yous, donation questions, over the phone donations, etc.
- Mail out stickers/merch as needed to donors who request them

Office Management:

- Provide a welcoming office environment for staff, supporters, volunteers, and other visitors
- Maintain current inventory, organize and facilitate ordering of merchandise, supplies, and materials (donor packets, envelopes, thank you cards, office equipment and supplies, remit envelopes, letterhead etc.)
- Manage and troubleshoot office printer, copier, and other equipment
- Organize and maintain office files
- Receive and sort mail

- Manage technology accounts-Dropbox, Every Action, Gmail, Slack, Zoom, AnyMeeting, Microsoft Office programs
- Coordinate between vendors for miscellaneous office space tasks/issues, such as electric, internet, cleaning, etc.
- Manage office cleaning tasks/vendors and parking passes
- Communicate with building maintenance

Executive Support:

- Assist with intern timesheets and questions
- Book travel and lodging for Campaign staff and volunteers
- Take and distribute notes for staff and board committee meetings
- Manage calendar of Board meetings and committees
- Update and manage shared Campaign and event calendars
- Coordinate communications and logistics for staff meetings, board meetings, retreats, etc.
- Establish administrator credentials on all digital platforms; maintain systems as needed

Communications:

- Create and update online profiles on relevant non-profit sites (including GiveMN, Benevity, employer matching gift programs)
- Monitor and respond to messages sent to organizational email addresses
- Prepare Power Points and other documents

Fundraising, events and other special projects

- Assist with special event planning and implementation
- Set-up, take-down, and provide other support at fundraising and outreach events
- Help research and implement new fundraising initiatives
- Other tasks as needed

DESIRED QUALIFICATIONS

- 1 year of professional office, administrative, finance, and/or fundraising experience preferred
- Ability to work independently and remotely with limited direct supervision
- Honest, trustworthy, and of high integrity, with a commitment to diversity, equity and inclusion
- Passion for environmentalism and protecting the Boundary Waters Canoe Area Wilderness from sulfide ore mining
- Desire to learn about the issue surrounding copper mining in the watershed of the BWCA

COMPENSATION

- Compensation for the Administrative Coordinator is a full-time position, Monday through Friday, includes a compensation scale of \$17.50 per hour, 18 personal time off days/year, 9 paid holidays and a package of health, dental, retirement and other benefits.

Northeastern Minnesotans for Wilderness is a nonprofit organization whose mission is to protect the Boundary Waters Canoe Area Wilderness and the Quetico-Superior ecosystem. Northeastern Minnesotans for Wilderness and all members of the Campaign to Save the Boundary Waters are committed to equal opportunity in employment and embrace diversity. All qualified persons are invited to apply.

Please send a resume with a cover letter to tom@savetheboundarywaters.org with “Administrative Coordinator Application” in the subject line. Applications will be accepted until the position is filled.