

## Operations and Donor Relations Coordinator Job Description

Amigos Bravos is a 501c3 non-profit organization dedicated to protecting and restoring the waters of New Mexico. For more information, see [www.amigosbravos.org](http://www.amigosbravos.org). *Amigos Bravos is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

The Operations and Donor Relations position will oversee daily operations, administrative functions, communication with donors, donor database management, and staff support to ensure the smooth and efficient running of the organization. Responsibilities include managing office supplies and vendors, maintaining records (including financial and donor data), managing communications (such as thank you letters) with donors, coordinating member events, and supporting staff with projects and meetings, and serving as a central point of communication.

This position is based in the Taos office. Work can be hybrid with ideally 3-4 days per week in the Taos office.

Full-time salaried positions at Amigos Bravos have a baseline expectation of 32-40 hours per week, but evening and weekend work may be required from time to time depending on projects, activities, and events. Salary range is \$58K - \$70K depending on experience and qualifications.

### **Core Responsibilities**

- **Office Administration:**
  - Manage office supplies, equipment, and general office environment.
  - Serve as the central point of contact for internal and external inquiries via phone, email, and in-person.
  - Maintain organized filing systems for important documents and records, ensuring confidentiality and security.
  - Coordinate with vendors and manage office maintenance and IT systems.
- **Donor Relations**
  - Manage donor and contact database
  - Coordinate donor appreciation letters and special appeals.
  - Assist with the planning and execution of donor appreciation events.

- **Financial & HR Support:**
  - Assist with bookkeeping, processing invoices, and tracking expenses, including entering expenses into database and assisting senior staff with communication with financial contractors (accountant and auditor).
  - Support the onboarding of new hires and maintain personnel records.
  - Provide data and support for grant writing and financial reporting.
  - Contribute to budget management and financial record-keeping.
  
- **Staff and Program Support:**
  - Assist senior staff and departments with data entry and other administrative tasks.
  - Coordinate staff meetings, prepare agendas, and take minutes.
  - Support event planning and execution, including logistics and coordination.

### Essential Skills & Qualifications

- **Organizational & Time Management:**  
Strong ability to organize tasks, manage multiple priorities, and work independently or as part of a team.
- **Communication:**  
Excellent written and verbal communication skills for interacting with staff, donors, and other stakeholders.
- **Attention to Detail:**  
High level of accuracy and precision in record-keeping and financial tasks.
- **Confidentiality:**  
A strong understanding of the need to maintain privacy for sensitive financial, personnel, and donor information.
- **Technical Proficiency:**  
Competence with databases, office software, and other digital tools used for data and financial management and communication.
- **Nonprofit Experience:**  
Familiarity with nonprofit administrative systems and a commitment to the organization's mission is preferred.

We will happily consider a range of applicants with diverse lived experiences who approach the world with kindness, imagination, and diligence, and who offer an equivalent or alternative set of qualifications to fulfill this position's responsibilities

**Amigos Bravos is a fun organization doing serious work. We offer competitive benefits and a flexible work environment.**

Send letter of interest and resume to [jzupan@amigosbravos.org](mailto:jzupan@amigosbravos.org)