Job Posting – Glen Canyon Institute

Glen Canyon Institute is looking for a bright and energetic person to fill an office manager position at our office in Salt Lake City. This job requires a dynamic and motivated individual who is willing to take on a wide set of tasks from financial tracking, to design of publications, and membership outreach. See the descriptions below. 20-30 hours/week. Salary is negotiable. Please send a cover letter and resume to jobs@glencanyon.org. If you have any questions, please contact Eric Balken at 801 363-4450.

Office Manager Job Description
May 2015

Financial Management
• Perform all bookkeeping functions including paying bills, monitoring expenses, entering financial transactions, reconciling books, working with the accounting consultant, and maintaining financial records
• Account for all incoming donations, including online contributions. Coordinate yearly filing requirements associated with taxes, insurance, and audits

Membership and Development
• Coordinate mailing of member renewals, summer appeals, lapsed member appeals, annual appeals, reminder letters, thank-you letters, receipts and other mailings
• Assist the Programs Director in approaching foundations for grants by researching potential funders, tracking grant deadlines and proposals, creating draft proposals, and gathering required documentation for submission
• Track all individual contributions and update database weekly; also update high donor and foundation files as needed
• Mail thank-you letters for all donations and receipts for all significant donations ($250 or greater) weekly
• Assist with all aspects of fundraising events, including planning, coordinating, and carrying out

Publications and Media
• Coordinate and write GCI’s monthly e-newsletter, The Colorado River Lowdown, which features article summaries, reservoir updates, event announcements and reviews, and action alerts
• Work with the Programs Director to write and distribute various GCI action alerts as needed
• Coordinate continuous website development by writing and editing content, updating information about events and initiatives, uploading articles and image galleries, and working with GCI’s Webmaster to consistently improve the website
• Work with the Program Director and members of the board to help create and distribute Hidden Passage, GCI’s bi-annual environmental journal

Program and Campaign Assistance
• Oversee general administrative aspects of all programs, including answering information requests by phone, mail, and the internet
• Assist with various aspects of GCI programs as requested
• Work with the Programs Director to organize GCI graphics, slides, and photographs for publications
• Assist with program publications’ design and layout when requested
• Assist with program special events

General Office Management
• Oversee all general office functions – answer calls, check and respond to messages, make copies, distribute mail, stock supply closet, answer general email inquiries, and manage member requests
• Oversee bulk mailings – gather materials and mailing lists, work with Programs Director to prepare materials, stuff, seal, and deliver to post office
• Organize GCI staff and Board meetings including meeting arrangements and planning, travel logistics, and other support to board members as needed
• Organizational Strategy
• Support at meetings, trips, coordination legislation etc.