



Development and Operations Coordinator

Job Announcement

The 30 Mile River Watershed Association (30 Mile) is a small, environmental nonprofit organization based in Farmington and Mt. Vernon, Maine. Our mission is to work as a community for clean and healthy lakes, ponds and streams in our watershed. The organization is growing rapidly, and we're looking for someone extremely organized and detail-oriented who will provide key support for our team. This position is full-time.

Major Responsibilities:

DEVELOPMENT

- Manage our CRM database (Little Green Light), including entering and reporting gift data, maintaining donor records, and tracking interactions between solicitors and potential donors
- Acknowledge donations with email and printed letters
- Coordinate production and mailing of semi-annual appeals and other direct mail campaigns
- Support Development activities, including the Capital Campaign, events, and cultivation and solicitation efforts

FINANCIAL

- Maintain all financial records in Quickbooks Online
 - Record expenses and deposits
 - Create and manage payment of invoices
 - Maintain vendor records
 - Reconcile Quickbooks with bank statements and donor database monthly
 - Track grant expenditures and other restricted funds
- Process donations and credit card transactions
- Prepare and make bank deposits
- Assist with annual tax filings (Form 990 and 1099)

ADMINISTRATIVE

- Manage sales from 30 Mile's online store
 - Process orders
 - Communicate with customers when questions arise

- Update customer information in database
- Run and reconcile monthly reports
- Manage filing and record keeping
- Review insurance policies to ensure necessary coverage
- Support the Executive Director and Board in creating and updating policies and procedures
- Support Executive Director in general operations and administration as needed (board communications, scheduling meetings, etc)

Qualifications:

- Bachelor's Degree (preferred) or equivalent experience
- 3+ years of relevant experience, preferably in the nonprofit sector
- Experience and proficiency with a variety of software and platforms, including Microsoft Office, Google Suite, Quickbooks Online, and donor databases. Must have flexibility and ease with learning new software.
- Bookkeeping experience (preferred)
- Skill with database management
- Strong attention to detail and accuracy with outstanding organizational skills
- Ability to work collaboratively, independently, and efficiently while effectively prioritizing a variety of tasks and projects simultaneously
- Strong problem solving and troubleshooting skills
- Excellent customer service skills, with ability to communicate effectively
- Willingness to support colleagues and jump in at all-hands-on-deck moments
- Appreciation for and passion for 30 Mile's mission

Work Location:

30 Mile's offices are currently in Farmington, Maine, but moving to Mount Vernon, Maine this summer. We work via a flexible, hybrid model, with staff splitting time between the office, home, and the field as their roles demand. This position requires occasional nights and weekends for events. This position will report to the Executive Director.

Compensation:

- Salary range: \$45,000 to \$54,000 based on experience
- Full time: 40 hours/week
- Benefits: Generous paid time-off, health benefits, matching Simple IRA contributions, and mileage reimbursement.

How to Apply:

Email a cover letter and resume (combined as a single PDF) to Lidie Robbins, Executive Director, at lidie@30mileriver.org. Applications will be reviewed on a rolling basis until the position is filled. The position will begin as soon as possible.