



Job Opening: Operations Coordinator

Final – February 2023

Friends of Herring River Wellfleet and Truro Massachusetts

Friends of Herring River (FHR) is seeking an experienced and highly motivated individual to fill its new Operations Coordinator position. Founded in 2008, FHR's mission is to support the restoration of the Herring River salt marshes in Wellfleet and Truro, Massachusetts and to help the public appreciate and enjoy this marvelous resource. The Herring River Restoration Project has just entered into Phase 1 of construction and FHR will continue to build on an accomplished legacy of providing valuable non-construction project support services while also working to mature as an organization. Friends of Herring River is at an exciting inflection point. There is opportunity for an energetic and organized individual to make a significant difference within the operations of FHR and as FHR directly supports the restoration project and a talented team of funders and partners. FHR strives to be an organization which supports professional development and healthy work-life balance; and encourages a disposition of rigor, positivity and joy.

Position Overview

The Operations Coordinator position is a full-time (35 hours) position and is based in a small office in Wellfleet, MA. This is an on-site position and the successful candidate needs to reside on Cape Cod within reasonable commuting distance. The majority of the work will be conducted during regular business hours, however occasional evening or weekend events/meetings may arise. The Operations Coordinator will report to the FHR Executive Director (ED), work closely with the ED and the Assistant Project Manager, and may have frequent interactions with members of the FHR Board of Directors, local residents, and members of the restoration project teams.

Key Responsibilities Include:

- *Outreach & Community Engagement:* manage program and event logistics; volunteer recruitment, retention and records; support project meetings & stakeholder engagement as needed; promote project education
- *Communications:* manage FHR website with project updates; post project photos & material on FHR social media accounts; support project communication & documentation efforts; assist/execute monthly online FHR newsletter
- *Grant Administration:* maintain records and timelines for grants/contracts; liaise with project contractors as directed; process invoices; assist in preparation of budgets, proposals and reports; maintain and assist with online submissions
- *Fundraising:* coordinate annual appeals & other fundraising strategies; support cultivation events; process donations & acknowledgement letters
- *Administrative Execution:* maintain office files; manage communications (written, verbal, visits); process bills & office needs; support accounting team; organize and maintain a virtual filing system

- Actively engage in creating and implementing standard operations and procedures for FHR
- Participate in weekly staff meetings and Board/Committee meetings; document minutes
- Engage in other tasks as appropriate and requested

Qualifications and Experiences:

- Demonstrated prior work experience (at least 2 years) in a similar role with commensurate responsibility
- Innate and developed organizational skills with ability to manage multiple tasks and to prioritize
- Familiarity and experience with grants and contract administration; financial/business acumen is a plus
- Ability to work effectively with others as well as independently
- Enthusiasm for engaging with people and for upholding a mission and collaborations
- Knowledge of watershed/salt marsh ecosystems and the Outer Cape area is a plus
- Proficiency and working knowledge of the majority of current FHR software/programs (e.g. Google Suite, DonorSnap, Zoom, WordPress, Constant Contact, Doodle Poll) and a curiosity to learn new ones is *highly* desired

Compensation and Benefits:

This is a fulltime position (35 hours per week) offering an annual salary of \$52,000 – \$55,000 (commensurate with experience).

To Apply: Please combine a cover letter, which outlines why this role is a good fit for you, and your resume into a single PDF document. Email this PDF to Christa Drew, Executive Director at christa@herringriver.org Please write “Operations Coordinator Application” in the email subject line.

Deadline to Apply: Resumes will be reviewed on a rolling basis. Interviews will begin in early April 2023 and continue until position is filled. Please apply if interested.