

FRESHWATER

2550 University Ave Suite 212N | St. Paul, MN 55114 | 651.313.5800 | freshwater.org

We are on a mission to inspire and empower people to value and preserve water – join us!

Operations Coordinator

Full-time, Exempt – Professional

40 hours/week, with benefits

Freshwater Society is a nonprofit organization that seeks to inspire and empower people to value and preserve our water. Founded in 1968, Freshwater focuses on public education, water research and water policy. We work cross sector through a variety of programs that align to build community, professional, political, and science leadership and capacity for safe and clean water for future generations.

Our office is located in the fully accessible Court International Building just off Highway 280 between University Avenue and Franklin Avenue in St. Paul, with convenient access to Metro Transit light rail Green Line and bus service. We enjoy an open and airy workplace, and a flexible hybrid working arrangement.

In alignment with our mission, we strive to activate our organizational values in our internal and external operations:

- Safe and reliable water for all Minnesotans and everyone downstream
- Equity and inclusion of diverse perspectives
- Community-led solutions that foster equitable and durable change
- Science- and evidence-based principles as a basis for our advocacy and action
- Convening collaboratively and serving as a catalyst for constructive dialogue and change
- Teamwork, transparency, integrity, and shared leadership
- Sustainability in our operations

With a well-known and trusted brand, an experienced and networked staff, a strong Board of Directors, and a growing base of support, Freshwater is well-positioned to continue to lead action for water as a convener, collaborator, and innovator across sectors and throughout the region.

The Position

The Operations Coordinator plays a critical role in ensuring the smooth operation of our office and organization. This role involves managing financial tasks, administrative duties, and supporting both program and board activities. The ideal candidate will be highly organized, detail-oriented, and adept at managing multiple tasks efficiently with a solutions-oriented approach.

Specifically, this position lives into Freshwater's organizational values in support of our mission by:

- Supporting Freshwater to be a thriving environmental nonprofit organization.
- Help to build sustainable organizational programs, management systems, and financial resources.
- Assure Freshwater's internal systems are efficient, transparent and accountable.
- Assure Freshwater embraces equity, inclusion, diversity, and cultural competency, internally and externally.
- Engaging individuals and their networks and organizations to be champions for our work.
- Expanding engagement to include those who have been marginalized yet are most affected by water and climate-related issues.

Reporting to the Finance Director, the Operations Coordinator serves as a key member of the entire Freshwater team.

Responsibilities

Financial Management (40%)

- **Manage Accounts Payable and Receivable:** Process A/P and A/R transactions, implement tracking systems, and maintain account information for seamless financial operations.
- **Reconcile and Report Financials:** Reconcile credit card statements, prepare and make deposits, and analyze financial reports to ensure accuracy.
- **Develop Vendor Relationships and Compliance:** Maintain strong vendor relationships, manage documentation, and ensure compliance with financial standards.

Office Management and Support (30%)

- **Coordinate Office Operations:** Oversee office procedures, handle phone calls, greet visitors, and act as the primary contact for building management.
- **Oversee Office Maintenance and Storage:** Ensure a clean and organized office environment, manage mail routing, and oversee offsite storage.
- **Manage Office Supplies and Equipment:** Maintain inventory, coordinate equipment maintenance, and act as the liaison for equipment-related issues.

Leadership and Board Support (15%)

- **Manage Leadership Activities:** Oversee the organizational calendar, support the Executive Director with correspondence, electronic file management, and project management.
- **Coordinate Board Activities:** support Board meetings by preparing materials and managing meeting logistics to support governance.
- **Support Financial Operations:** Assist the Finance Director with data entry, mailings, and processing checks while maintaining accurate financial records.

Event Coordination and Support (15%)

- Assist with event planning and logistics for fundraising and member events.
- Promote Events: Contribute to event promotion and manage post-event follow-up, including feedback and communications and engagement with our supporters.
- Weatherguide calendar sales: Support preparations and operations for selling the Weatherguide calendar and almanac online, and in-person.

Experiences and Qualifications

We are looking for an energetic collaborator with an eye for detail as well as the ability to communicate and prioritize tasks effectively.

Necessary Experiences:

- Associate's degree or equivalent experience.
- At least 3 years in office coordination or a similar administrative role
- Ability to communicate effectively both verbally and in writing.
- Proficiency with Microsoft Office Suite, Google Workspace, Video-conferencing.

Personal Qualities:

- Work well with, and be responsive to the needs of, internal staff and external partners.
- Manage multiple and simultaneous priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Commitment to cultural competence and increased understanding and practices to advance equity and inclusion.
- Exhibit a high level of personal integrity.
- Exhibit innovation and flexibility.
- Ability to travel within the metro area and occasionally to greater Minnesota.
- Physical ability to lift objects up to 15 lbs.
- Availability for occasional evenings and weekends with prior notice.

Preferred Experiences:

- Experience working for a nonprofit organization.
- Experience with bookkeeping software and CRM databases.
- Experience with finance software, specifically QuickBooks Online.
- Experience with CRM tools, and specifically Salesforce or Bloomerang.

Salary & Benefits

The Operations Coordinator position is exempt and full-time with a pay range of \$59,500 to \$66,500, dependent on experience (benchmarked against the Minnesota Council of Nonprofits Salary & Benefits Survey). We will discuss if this position is set up as hourly or salary during the job offer process.

Benefits include:

- 13 paid holidays plus additional paid time off that begins accruing from first day of employment.
- Two options for medical and dental insurance plans.
- Wellness stipend for eligible employees who opt out of Freshwater's health benefits.
- 401(K) employee retirement savings for a total potential employer contribution of 4.5 percent.
- Section 125 Flexible Spending Account that includes pre-tax payroll deductions for certain medical and dependent care expenses.
- Income Protection Benefits: Short-Term and Long-Term Disability + Life/ADD Insurance.
- Annual professional development fund.

Work primarily in an office environment with occasional off-site meetings, events, and travel. The role includes daily use of standard office equipment and technology. This role is hybrid and flexible around days in the office. Three days are expected in the office including Tuesday and Wednesday and one additional day in the office, and two days working remotely. The anticipated start date is December 2024.

How to Apply

Please send a cover letter and resume to Cathy Rucci crucchi@freshwater.org by **Wednesday, October 16, 2024**. Applications must be emailed and will not be accepted via direct-apply software.

Freshwater Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applicants from underrepresented groups, including BIPOC, Indigenous people, LGBTQI+ individuals, veterans, and people with disabilities. We encourage you to apply even if you don't meet 100% of the qualifications.

Freshwater Society participates in E-Verify. See E-Verify's official posters [here](#) and [here](#).