

# Operations Manager

## Washington Wildlife and Recreation Coalition

*Remote within Washington State*

### About Us

The Washington Wildlife and Recreation Coalition works to create a greener, healthier, and more equitable Washington by advocating for conservation and outdoor recreation funding. For more than 35 years, we have championed the Washington Wildlife and Recreation Program (WWRP), which funds parks, trails, wildlife areas, working lands, and shoreline access projects across every legislative district in the state.

We are a small, highly collaborative, and fully remote team united by a deep commitment to Washington's outdoors. Our work is grounded in shared values around conservation, outdoor recreation, and effective legislative advocacy, and we take pride in working together to secure lasting investments that keep Washington healthy, accessible, and beautiful.

### The Role

The Operations Manager manages and implements the Coalition's day-to-day operations and administration. The role is broad in scope as it encompasses all aspects of the Coalition's work, including financial tracking, Accounts R/P, organizational administration, hiring and compliance, Board Liaison services, fundraising impact tracking and event assistance, as well as advocacy and project tours assistance.

This position is ideal for someone who is highly organized, detail-oriented, resourceful, and proactive, with strong project management skills. The ability to plan, take ownership, communicate clearly, track progress, and follow through to meet deadlines is key to this role, as the work is varied in scope due to the small size yet large service area of our organization.

The ideal candidate is organized and self-motivated, comfortable working across multiple operations systems—from financial management to fundraising and virtual meetings—and is energized by helping a small team operate efficiently and deliver high-quality results.

## Primary Responsibilities

### Financial

- Enter and manage financial data in QuickBooks and our donor management platform. Prepare reports for the Executive Director as needed.

- Coordinate with the Coalition's bookkeeping and accounting firm to support monthly and annual financial reports and required 990 filings.
- Work with the Philanthropy Manager to process donations, make deposits, and send donor acknowledgments.
- Support the Executive Director and Philanthropy Manager with annual budgeting and fundraising-specific budget development.

## Operations & HR

- Ensure all required local, state, and federal regulatory filings are completed accurately and on time.
- Process payroll and staff expense reimbursements.
- Maintain our donor management platform, website, and electronic list serv, and place support tickets.
- Assist with annual benefits and insurance renewals.
- Support staff onboarding and maintain personnel files.
- Maintain vendor relationships, including insurance, accounting, and other service providers.

## Events and Legislative Day and Reception Liaison

- Partner with the Philanthropy Manager to plan, coordinate, and execute fundraising events, including creating registration and donation pages on our donor management platform, securing venues and vendors, and supporting live auction logistics.
- Assist the Policy and Communications Manager in executing the Coalition's annual Legislative Day, including preparing materials, communicating with participants, and supporting day-of logistics.
- Work with the Policy and Communications Manager to plan and manage the Coalition's annual Legislative Reception at the Governor's Mansion, including registration management and coordination with the Governor's Office.
- Track timelines, deliverables, and logistics across events to ensure smooth execution and clear communication among staff and external partners.

## Board Liaison

- Work with the Executive Director and board or committee chairs to develop agendas and compile and distribute meeting materials.
- Plan and manage logistics for board and committee meetings and other board events, including venues, food and beverage, RSVPs, and related details.
- Attend board and committee meetings, take minutes, and coordinate follow-up action items.

## Other Duties

- Help ensure best practices are followed across all areas of work and identify opportunities to improve systems and processes.
- Assist the Executive Director and staff with special projects, including fundraising, stakeholder meetings, and mailings.
- Perform other duties and special projects as assigned.

## Qualifications

- Passion for the outdoors, conservation, or community spaces.
- 2-3+ years of experience in business / organizational financial and/or operations support.
- Experience with QuickBooks and donor management platforms (CharityEngine or similar).
- Proficient with Microsoft Office (Excel, SharePoint, Outlook, PowerPoint, Word, Teams).
- Proficient with work management platforms such as Asana or similar.
- Proficient with creative software such as Canva and Adobe or similar.
- Experience with WordPress and/or maintaining websites.
- Familiar with nonprofit accounting and HR best practices.
- Strong organizational and time-management skills.
- Ability to communicate effectively and professionally with diverse stakeholders.
- Ability to handle confidential information with discretion.
- Experience planning meetings and events.
- Experience working remotely preferred.

## Compensation & Benefits

This is a **full-time, non-exempt, remote within Washington State position** with a generous benefits package including medical, dental, vision, retirement, flexible spending account, and a minimum total of 38 paid days off per calendar year. Salary range is \$60,000 - \$85,000, DOE. Flexible PTO details are as follows:

- 12 self-selected personal holidays per calendar year
- Monthly 3<sup>rd</sup> Friday office admin closures: 12 days
- Week between Christmas and New Year: 5 days
- **Minimum** of 9 additional paid vacation days per calendar year
- 96 hours of paid Sick and Safe Leave per calendar year

## Work Environment, Travel & Physical Requirements

The Coalition operates fully remotely. Employees are provided with a laptop, necessary equipment, and a monthly stipend to offset phone and internet costs. Most work is computer-based and collaborative via online tools.

This role has occasional in-state travel (approximately 1-2 trips per month), **primarily within the Seattle–Olympia corridor**. Some travel may include overnight stays and outdoor site visits. A valid driver's license and access to a vehicle are required.

## Equity, Diversity & Belonging

The Coalition is committed to advancing equity and fostering an inclusive workplace. We strive to create a welcoming environment for people of all identities and backgrounds and are continually learning and improving our practices.

The Coalition is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, gender, gender identity or expression, sexual orientation, national origin, political ideology, age, veteran status, disability, or any other characteristic protected by law.

## To Apply

Email your resume and cover letter to [admin@wildliferecreation.org](mailto:admin@wildliferecreation.org). Applications without a cover letter will not be considered.

Applications received by **February 27, 2026** will receive priority review. The position is open until it is filled.

All candidates must be eligible to work for any U.S. employer.