

## Friends of the Front Range Wildlife Refuges

**Position Title: General Manager**

**Location:** Rocky Mtn. Arsenal National Wildlife Refuge, 6550 Gateway Road, Commerce City, CO

**Starting Salary Range:** \$50,000-\$51,000

**Status:** Full-Time, Exempt

**Reports to:** Board Friends of the Front Range Wildlife Refuges (FFRWR)

**Start Date:** March 2023

**Application Deadline:** Rolling

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### Organizational Overview:

The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

### General Summary of Position:

FFRWR is a small organization and is growing due in part to greatly increased attendance at the National Wildlife Refuge. This is a new leadership position within the organization. The job responsibilities may evolve over the next year, depending upon the initiative and skills of the new hire and opportunities for organizational growth. The General Manager reports to the Board of Directors and their committees. Strong leadership and support is available from the FFRWR Board of Directors and the Rocky Mountain Arsenal National Wildlife Refuge staff.

The General Manager (GM) will be responsible for general administration and operations for Friends of the Front Range Wildlife Refuges. The GM oversees the day-do-day administration and operations including finance, fundraising, program oversight, staff supervision, and communications. The GM plays a critical role in contributing to and promoting the organization's culture, vision, goals, and objectives.

### The responsibilities of the General Manager include the following:

#### 40% Administration/Financial Management/Supervision

- **Oversee Finances/Budgeting:** Work with FFRWR Treasurer and outside accountant to track bank accounts and debit card expenditures. Maintain procurement/inventory records, pay bills, enter all income/expenses into QuickBooks. Prepare monthly financials to present to FFRWR board.
- **Supervise/Manage FFRWR Nature's Nest part-time Coordinator.**
- **Supervise/Manage Volunteer full time Coordinator.**
- **Manage Contracts and Grants:** Maintain all aspects of US FWS contracts and grants. Maintain and update all ASAP, SAM, Grants.gov federal government accounts. Ensure all records are accurate and up to date and report monthly to the FFRWR board. Make timely payment to contractors and ensure receipt of contract deliverables. Perform closing activities and file grant reports as needed.
- **Coordinate with Generation Wild Northeast Metro Coalition Manager.**

#### 45% Development/Fundraising

- **Work with FFRWR Board of Directors on annual fundraising plan.** Maintain the Salesforce donor database and establish donor relationship management protocols and policies. Participate on FFRWR Board Development Committee.
- **Work on the annual event, coordinating with the Board Event Committee.** Coordinate Colorado Gives Day.
- **Investigate opportunities for outside grants, including foundation, corporations, and government entities, in coordination with the Board of Directors and US FWS staff.** Manage the annual grants calendar with US FWS staff ensuring deadlines for proposals and reports are met and deadlines are communicated with necessary staff to allow ample time for input and completion.

## **10% Marketing and Communications**

- Manage social media accounts including Facebook, Instagram, and Twitter.
- Create bi-monthly FFRWR newsletters and annual report.
- Update FFRWR website.

## **5% Board Development:**

- Support board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction.

FFRWR is a small organization, in addition to the primary job responsibilities described above, each FFRWR staff person is called upon to perform other tasks as necessary by the FFRWR Board of Directors, especially around events, as well as some administrative and general tasks.

## **Qualifications:**

- Minimum 3-5 years of broad experience in nonprofit management.
- Development experience - success in raising funds and mobilizing board and staff effectively.
- Experience successfully completing projects with minimal oversight.
- Knowledge of accounting principles, finance, and budgeting.
- Experience with QuickBooks.
- Ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Keen attention to detail.
- Experience in customer service.
- Strong communication skills.
- Ability to work productively independently, as part of a team, and with varying seniority levels, including staff, managers, grantors, contractors, and partners.
- Strong analytical thinking skills and problem-solving abilities.
- Strong organizational and time management abilities.
- Proficiency in Word and Xcel.
- College degree preferred.
- Candidate must be a US citizen.

## **Hours and Compensation:**

Benefits for full time employees include a stipend for health, dental, and vision insurance, paid vacation, holidays, sick leave, and professional development opportunities. Hours of work include 40+ hours per week. Hours are 8:00 AM to 5:00 PM, with breaks and lunch. The General Manager is required to work onsite in the FFRWR offices at the Visitor Center at RMANWR. Compensation will be determined based on experience, within the range of \$50,000-\$51,000.

**Application Process:** To apply, please send a single PDF to [info@ffrwr.org](mailto:info@ffrwr.org) with a resume and cover letter explaining how your experience aligns with the position. Please reference "General Manager" in the subject line of your email. Please read about Friends of the Front Range Wildlife Refuge at [www.FFRWR.org](http://www.FFRWR.org). Resumes will be accepted on a rolling basis. Position will be hired by Spring of 2023.

*Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.*

**Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting**