



Operations and Grants Manager

Reports to: Executive Director

Full Time: Non-Exempt, 40 hours/week

About Us:

MEarth is a multi-faceted environmental sustainability education program that inspires youth and adults alike to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat, located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, a pond, an outdoor amphitheater, a LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, organic vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:

www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

Position Overview:

MEarth is looking for an enthusiastic addition to our team, someone who knows the value of managing the day-to-day operations and ongoing fundraising systems of a smaller nonprofit. Specifically, this position manages all of MEarth's administrative functions, tracking and implementation of our fundraising plans, scheduling our complex programming calendars, and collection and cataloging our participant data. This position is a critical role at MEarth, as s/he interfaces with the entire staff. Applicants should have a high attention to detail, be able to oversee multiple projects at once, and be technologically competent. Challenges should be a source of inspiration and opportunity, not dread and overwhelmingness. This position is integral to our growing organization, which has recently launched a five year strategic plan, an associated Sustainable Business Plan, and is celebrating its ten year anniversary.

Responsibilities (include but are not limited to):

Fund Development Support

- Manage all grant-related responsibilities, including (but not limited to) scheduling, tracking and managing all LOIs, proposals and reports.
- Design and deliver quarterly funding appeals, in collaboration with Executive Director and Community Stewardship Coordinator.

Program Support

- Schedule and manage programming calendars, including scheduling and communicating with program partners (as directed by the Program Director).
- Assist Program Director in tracking timelines and creating systems for gathering grant-related expenditures and program demographics.
- Capture all program-related demographic data in database, for use in grant reporting and other organizational storytelling.
- Produce program-related grant reports, with Program Director and Executive Director.

Day-to-Day Operations

- Manage and oversee the day-to-day operations of MEarth.
- Act as outward facing, first-point of contact for visitors and clients at MEarth. Maintain warm and professional presence on the telephone and in person.
- Work collaboratively with Executive Director and others to develop vision statements, work plans, Board reports, and budgets.
- Lead efforts to determine best ways to streamline administrative and operational systems and workflow in the office, troubleshoot technological problems for the team.
- Manage and upgrade technology systems including hardware, software, and database.
- Oversee best practices in database management systems for customer relations, grant tracking, donor giving campaigns. Maintain all existing databases: Google Drive, NeonCRM, and Quickbooks.
- Train staff in the organization and maintenance of our Google Drive.
- Collect mail and make necessary bank deposits, and maintain necessary paper trail.
- Track & manage all accounts receivable/payable relating to contracts.
- Interface with Bookkeeper to ensure seamless data input into Quickbooks system.
- Manage staff-wide meeting schedules. Collaborate with Executive Director to create agendas, take minutes, and manage special projects.
- Support the timely and efficient communication in the office, with the Board, and with external partners and stakeholders.
- Manage contracts and vendors.

Education and Experience:

- Educational Requirement: B.A. or B.S in related field or commensurate work experience.
- Experience Required: Minimum two years of work experience in operations, grants and fundraising, and/or program scheduling/data management.
- Strong interpersonal skills; ability to work well - in a wide range of situations - with program participants (youth and adults, peers, volunteers, interns, clients, others).

Knowledge, Skills, and Abilities:

- Strong attention to detail, particularly regarding administrative systems, databases, accounts receivable/payable, and scheduling.
- Demonstrated skill and expertise in accomplishing work-related tasks – with accuracy, precision, completeness, neatness, and quantity.
- Demonstrated knowledge of work-related software, systems, equipment, materials, and fundamental subject matter.
- Strong database skills.
- Well versed in Apple products and Google platforms (Gmail, Google Calendars, Drive).
- Capable of establishing and maintaining friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
- Maintain a positive attitude and enthusiasm for work, and ability to adapt to change.
- Strong communication skills, both verbal and written.
- Effective and efficient work habits, including organization of work, punctuality, and dependability.
- Can work independently and collaboratively.
- Demonstrated good judgment, promptness of action, and sound decision making.
- Proficiency in graphic programs preferred, including Adobe Creative Suite.

Required Physical Capabilities:

The working environment is subject to bending, crouching, or kneeling from ground level to 4.5 feet above the ground (to access information and/or to assist students); pushing, pulling and lifting instructional equipment and supplies; sitting on chairs. Inherent in one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

Hours and Compensation

This is a full time, 40 hour/week, non-exempt position. Salary and paid vacation package is competitive. Presently, no insurance is offered. However, the Board of Directors and new Executive Director have made securing increased funding to provide insurance for all staff a high priority objective for the organization.

To Apply: Please follow the link below to apply. No phone calls please.

<https://goo.gl/forms/hxFctF0DYR2xQVMZ2>

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth) Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.