



## **Position Announcement: Office Manager/Donor Relations Coordinator**

POWDER RIVER BASIN RESOURCE COUNCIL, a leading nonprofit for public policy and grassroots organizing in Wyoming, is seeking applicants to fill the position of Office Manager/Donor Relations Coordinator.

Powder River Basin Resource Council works to empower local member groups and to monitor and inform public policy affecting the state's land, air, water, energy resources, agriculture, and community well-being. The organization is highly regarded both locally and nationally and our community organizing approach and commitment to a civil society are respected by agencies, politicians and industry groups alike.

### **About the Position**

The Office Manager is responsible for the day-to-day operations of the office, ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Office Manager also coordinates logistics for Powder River meetings and events and provides support to the Executive Director on various tasks.

The Donor Relations Coordinator is responsible for maintaining donor giving information; working with the Executive Director to create fundraising appeals; coordinating logistics for development events; communicating with and stewarding donors; and supporting the team in all individual donor fundraising and membership-building activities.

### **Necessary Qualifications**

- Strong administrative and organizational skills
- Strong communication and interpersonal skills
- Demonstrated ability to multitask, work independently, and with teams
- Familiarity with various computer software programs (Microsoft Office, Google Suite)
- Ability to think creatively, strategically, and practically
- Attention to detail and ability to stay organized
- Commitment to grassroots organizing and Powder River's mission

For a link to the full job description, visit: [www.powderriverbasin.org/prbc-job-opportunities/](http://www.powderriverbasin.org/prbc-job-opportunities/)

### **Compensation and Benefits:**

Salary is \$48,000.00 and commensurate with experience. Powder River offers a generous benefits package including health and dental insurance, vision, paid vacation leave, paid holidays and paid long-term sabbatical leave.

### **How to apply:**

This position is open until filled, but we encourage applications as soon as possible. The position is located in Sheridan.

If interested, please email a cover letter, resume, references, and two brief writing samples to [rbagley@powderriverbasin.org](mailto:rbagley@powderriverbasin.org) (include Office Manager Application in the subject field) or mail to: Robin Englehart-Bagley, Powder River Basin Resource Council, 934 North Main St., Sheridan, WY 82801.

Powder River Basin Resource Council is an Equal Opportunity Employer.