

Administration Coordinator - Full Time, Exempt

Purpose: The purpose of the Administration Coordinator is to facilitate the day-to-day operations of A Christian Ministry in the National Parks (ACMNP) by providing support and assistance for all phases of the ministry including donation processing, constituent development, database management, park program support, communication, event planning, and office management.

Requirements for all positions at ACMNP include:

- Personal faith in Christ Jesus that can be expressed in an engaging manner.
- Sense of calling and commitment to the mission of ACMNP.
- Comfortable working cooperatively in interdenominational settings.
- Demonstrated excellence in verbal and written communication.
- Strong interpersonal skills.
- Excellent organizational and time-management skills.
- Internal motivation with the ability to work in a fast-paced team environment.
- Proficiency in Microsoft Office programs.
- A love of the national parks.

Key Responsibilities Will Include:

- ☐ **Donation Processing, Constituent Development, and Database Management**
 - Receive, record in donor database, and deposit donations (credit card, checks, cash, and stock gifts).
 - Assist Executive Director in the preparation and sending of regular thank-you letters.
 - Reconcile monthly financial transactions in Donor Perfect and QuickBooks with outside accounting firm.
 - Prepare financial records for and participate in the annual audit.
 - Work with accounting firm to process vendor invoices, issue payments, and code expenditures and revenue.
 - Update constituent records in donor database to ensure database accuracy.
 - Provide records and reports needed for annual report.
 - Generate queries and lists from donor database as needed for development and mailings.
 - Monitor and highlight action items needed to engage and cultivate donors.
- ☐ **Communication**
 - Support, collaborate, and assist with proofreading the production and mailing of direct mail communication, appeals, reports, and newsletters as needed.
- ☐ **Event Planning**
 - Facilitate contract agreements with training conference venues, transportation companies, and other service providers.
 - Lead in the administration of training logistics including rooming assignments, bus schedules, volunteer coordination, and general oversight of events, with the exception of program content.
 - Lead in the administration of the annual meetings of our Board of Directors, National Advisory Council, and friends of ACMNP including, but not limited to, a pre-visit to meeting locations, registration, interaction with the venue, guest room and group meeting room management, meal plans, publicity, program materials, and participant communication.
- ☐ **Office Management Responsibilities**

- Answer the phones and respond to voicemail inquiries.
- Monitor and purchase office supplies as needed.
- Act as primary contact for business accounts (internet, computer, copier, etc.).
- Coordinate on-boarding for new hires and exit details for departing employees in collaboration with Executive Director.

☐ **Serve as contributing member of the ACMNP staff team with a heart for the entire ministry.**

Skills and Qualifications:

- Personal integrity, sensitivity, and caring that inspire confidence in ACMNP constituents.
- Ability to maintain confidentiality in all matters, specifically financial.
- Ability to express and maintain clear goals.
- Strong problem-solving skills.
- Detail-oriented.
- Proven track record in managing complex and multi-faceted projects.
- Ability to travel on occasion (5-6 trips per year)
- Ability to work from home
- Desired Skills include: Donor database management systems like Donor Perfect, experience with platforms like QuickBooks, Expensify, and Bill.com

Compensation:

- \$48-56k annually, DOE in a non-profit context
- Medical and dental coverage available (free for employee, \$200/month for spouse/children)
- 3% matching employer contribution to 403B
- PTO and holidays
- Ability to work remotely
- Flexible work hours
- Travel expenses covered while on the road (airfare, lodging, rental cars, meals, etc.)

This position reports directly to the Executive Director and will be responsible for achieving annual goals developed in collaboration with the Executive Director and other ACMNP staff.