

NAME OF POSITION: Associate Director SALARIED  
(exempt)

POSITION SUMMARY: Works closely with the Executive Director, Board of Directors and volunteer committee members in all aspects of The Rockfall Foundation's mission and operations, with responsibility for The Rockfall Foundation's finances, office and deKoven House Community Center operations, communications, and administration of the yearly grants program.

REQUIREMENTS:

- Demonstrated ability to work independently while organizing and managing a variety of projects and deadlines
- Interest in The Rockfall Foundation's environmental mission and focus
- Self-motivated with ability to handle and prioritize multiple projects;
- Able to deal confidently with the public and collaborate with senior-level volunteers and Board
- Ability to prioritize work and works within operating budgets
- Strong written, verbal and internet communication skills
- Proficiency with computer applications and office systems (e.g., Excel, Word, Power Point, Quickbooks, donor database systems)
- 10 years professional working experience, preferred
- Bachelor's degree preferred

RESPONSIBLE TO: Executive Director

SPECIFIC RESPONSIBILITIES:

General Management

- Implements Rockfall programs in accordance with ED, Board and Committee policies and directives
- Implements ED decisions, directing resources and actions as necessary and reports progress to ED
- Works with ED to develop and ensure success of strategic plan, annual plans and budgets
- Assists with planning and implementation of The Rockfall Foundation and Board meetings, programs, and events
- Supports the Executive Director in Development activities
- Provides support as requested or assigned for all Board committees
- Manages The Rockfall Foundation's day-to-day front office operations
- Prepares monthly reports as assigned for Board; attends Board and Committee Meetings

Communications

- Provides staff support for all modes of communication
- Provides staff support for marketing and promotion, including email mailings, social media, and other modes of communication
- In collaboration with the Executive Director, manages communications, marketing, and publicity for all Rockfall events and initiatives through email, mailings, social media, press releases and other modes of communication; regularly updates information

House Operations

- Assists with management of The Rockfall Foundation's day-to-day operations
- Manages room and office rentals including scheduling, contracts, agreements, set up, supplies, billing, and reporting
- Assists with scheduling and managing all House and property repairs and maintenance; works with vendors, housekeeping, security, etc.
- Monitors vendor invoices for consistency with contracts
- Assists with House marketing and outreach

### Financial Administrative

- Enters accounting and budget detail into Quickbooks and other financial documents
- Assists with preparation of account reconciliations for review by ED, and a Board member; prepares monthly cash flow, balance sheets, and profit/loss statements for Finance Committee
- Prepares vendor payments for approval by ED and Treasurer

### Grants Program

- Receives, organizes, distributes, and documents all grant applications
- Performs preliminary review of all grant applications for compliance requirements
- Creates and monitors grant contracts; tracks and receives grant reports
- Reviews grant reports; corresponds and communicates with grant applicants and potential applicants
- Maintains grant files and spreadsheets
- Handles routine correspondence with grant applicants and potential applicants
- Attends grants-related meetings, events, and workshops
- Manages grants-related outreach and publicity

### General Administrative

- Provides Executive Director with general administrative assistance
- Schedules Board and Committee meetings, assists with the preparation of meeting agendas and packets
- Attends Board meeting and prepares minutes; attends Committee meetings and prepares meeting reports as requested
- Provides general administrative staff support for all Committees
- Maintains all Foundation records
- Arranges for speakers/programs and venues as directed
- Provides staff and scheduling support for development activities
- Manages and updates donor and other Foundation databases
- Documents and acknowledges gifts and donations, generates reports

BENEFITS: According to the Personnel Policy