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sanjuancitizens.org



Membership and Finance Manager

San Juan Citizens Alliance (SJCA) is seeking a Membership and Finance Manager to support our campaigns to protect clean air, pure water, and healthy land and wildlife in communities across the San Juan Basin. The position is full-time and located in our Durango, CO office.

The Membership and Finance Manager directs San Juan Citizens Alliance's membership recruitment and retention efforts. By underpinning a robust administrative framework and enhancing SJCA's base of members, the Membership and Finance Manager provides crucial support towards achieving the organization's conservation program objectives.

The Membership and Finance Manager oversees the organization's membership records and membership relationships, and builds strong relationships with community members through appreciation events and membership recruitment campaigns. The position maintains membership information in our EveryAction database, keeps member records up to date, oversees member renewal solicitations, and devises tools and procedures for strengthening SJCA's relationship with members. The Membership Managers supports outreach and fundraising events in partnership with SJCA's Communications and Events Manager. Additionally, the Membership and Finance Manager handles routine office bookkeeping activities including financial deposits, data input to QuickBooks, and invoice payments. The position provides support for employee benefits, timesheets, office supplies and other administrative tasks as required.

The ideal candidate is passionate about our mission, has good attention to detail, enjoys working in a team environment, and finds engaging with supporters and community members rewarding.

About San Juan Citizens Alliance

San Juan Citizens Alliance (SJCA) was formed in 1986 and advocates for clean air, pure water, and healthy lands and wildlife – the foundations of resilient communities, ecosystems, and economies in the San Juan Basin. Over its 37-year history, SJCA has successfully advocated for protection of communities from the impacts of energy extraction and production, defeated proposed power plants, safeguarded undeveloped valleys, and secured wildlands protections, among many other conservation victories. Our strength is premised on outreach and engagement of local residents and communities, providing them the tools to effectively engage with decision-makers to implement policies that advance conservation. SJCA is headquartered in Durango, Colorado with a satellite office in Farmington, New Mexico. We are a small, tightknit organization with a staff of eight, and enjoy supportive roles among our staff.

Job Responsibilities

The Membership and Finance Manager is based in Durango, CO and works closely with the Executive Director, Communications and Events Manager and the program staff. The position's responsibilities include:

Membership & Fundraising

- Build strong relationships with members through membership renewal and recruitment activities and at events
- Maintain membership, donation, and contact information in the CRM database
- Oversee annual member renewal solicitations
- Input member donation records and send out thank you letters
- Contact monthly recurring donors to update expired or declined payment methods
- Provide recurring donors with annual giving summary reports each January
- Generate membership statistic reports for monthly board meetings and as requested
- Support the Executive Director and Board with new member outreach and engagement
- Provide the Executive Director with appropriate information to assist in preparing foundation proposals, member solicitations, and other fundraising requests

Finance

- Maintain financial tracking systems in the CRM database and ensure consistency of donor records between CRM and QuickBooks
- Enter payments and donations into QuickBooks and prepare bank deposits
- Track expenses and pay vendor invoices from QuickBooks
- Reconcile company credit card activity and donation processing system deposits
- Send invoices to event sponsors and maintain sponsor tracking spreadsheets
- Update event budgets and assist Communications & Events Manager with financial goal setting and event performance evaluation
- Track and analyze fundraiser mailing campaign expenses and returns on investment
- Provide input to Executive Director regarding annual budget updates
- Maintain records for financial audits and facilitate document flow to tax accountants

Administration

- Monitor and replenish office supplies
- Maintain an inventory of IT assets and coordinate data management procedures
- Troubleshoot IT issues and coordinate equipment repair and replacement
- Update employee paid time off (PTO) tracking sheets on an annual basis
- Consolidate employee timesheets and determine time spent on restricted grants
- Assist Executive Director with new employee onboarding and administering employee benefits including new enrollments, terminations, annual rate changes, and investigating options for improved or added benefits
- Attend to other administrative tasks and special projects as requested

Events & Outreach

- Assist the Communications & Events Manager with outreach, networking, and fundraising events as needed

- Attend events and assist with setup, tabling, breakdown, and attendee follow up
- Add new contacts to CRM and help with targeted follow up communication
- Develop and oversee the execution of event partnership agreements as needed
- Generate contact lists for online and mailed solicitations, newsletters, alerts, etc.
- Coordinate with the Communications & Events Manager to send physical mailings, including newsletters, fundraising solicitations, and other physical communications

Qualifications

We are seeking highly organized applicants with a passion for our mission. The ideal candidate possesses:

- 3+ years' experience in office administration, membership management and/or fundraising, bookkeeping and other relevant areas.
- Strong communication skills to work with a wide variety of staff, vendors, donors, and community members.
- Strong attention to detail, proactive approach to workflow, and well-organized.
- Analytical skills and process-oriented mindset.
- Familiarity with database management, specifically EveryAction, or a willingness to learn.
- Familiarity or willingness to learn basic functions of QuickBooks for data entry, accounts payable, and reporting.
- Experience with Microsoft Office Suite.
- Comfort juggling deadlines while multi-tasking.
- Enthusiasm to advance environmental, social, and economic justice issues, particularly around aspects of climate change, energy, public lands, wildlife, and water in the San Juan Basin.

Note that experience encompasses more than work experience, including lived experience, traditional knowledge, volunteer experience, school coursework, and other related qualifications.

We understand that no candidate will meet every requirement. If you're excited about the position we encourage you to apply.

Diversity Makes Us Stronger

SJCA aims to build a welcoming, inclusive team that is as diverse as the many communities we serve. We seek a broad range of perspectives and backgrounds to achieve our mission and maintain an environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position. This policy applies to all aspects of one's employment, including hiring, transfer, promotion, compensation, benefits, and termination.

Compensation and Benefits

This position is full-time with generous benefits that include 5 weeks of paid time off in the first year, health-care coverage, vision and dental, and employer-matched retirement plan after the first year of

employment. Professional training opportunities are provided and encouraged. Starting salary range is \$50,000 based on skills and experience.

To Apply

Send a cover letter and resume with the subject line, "Membership and Finance Manager" to info@sanjuancitizens.org. Applications will be reviewed starting September 22, 2023.