EMPLOYMENT OPPORTUNITY – Immediate Opening

Position Title: Operations & Development Manager
Classification: Full-Time, Non-Exempt
Reports to: Executive Director
Compensation: DOE $50,000 – $55,000
Location: Las Vegas, NV (in-person, hybrid option)
Application deadline: Open until August 23rd, 2026

Position Description

Get Outdoors Nevada is a 501(c)(3) non-profit dedicated to connecting people to Nevada's diverse outdoor spaces through education, volunteerism, and outreach. We build a community that discovers, experiences and connects to our state's natural environments.

This is a newly designed position created to meet GON at an important moment in its organizational growth. As we celebrate 25 years and invest in building a stronger development infrastructure, we need a versatile, detail-oriented coordinator who can keep our operations running smoothly while actively supporting our fundraising and donor engagement work.

Responsibilities

Office & Administrative Operations (20%)

- Serve as the primary point of contact for office vendors, facilities, and day-to-day administrative needs at our office
- Manage organizational accounts, subscriptions, and system access — maintaining a current master inventory of all platforms and credentials
- Coordinate onboarding and offboarding processes, including account provisioning and documentation
- Support the Executive Director with scheduling, correspondence, meeting preparation, and board communications
- Maintain organized filing systems (digital and physical) for contracts, agreements, personnel records, and organizational documents
- Coordinate office supplies, equipment, and vendor relationships

Financial Administration (40%)

- Coordinate accounts payable and receivable in partnership with GON's contracted accountant
- Process invoices, expense reimbursements, and check requests in a timely and accurate manner
- Support payroll administration and employee benefit coordination
- Manage federal and private grant financial reporting — tracking expenditures, pulling reports, and ensuring documentation is complete
- Maintain accurate financial records and support the accountant and ED in audit preparation
- Flag financial discrepancies or concerns to the Executive Director promptly

Development Stewardship (40%)

- Manage and maintain GON's donor database — ensuring records are current, clean, and properly segmented

- Liaison with the Board, communicating key initiatives, scheduling meetings and compiling accompanying documents
- Process all incoming gifts promptly and generate timely, accurate acknowledgment letters
- Support the 25th Anniversary giving campaign — managing logistics, tracking progress toward fundraising goal, and coordinating mailings and outreach
- Maintain a grant and development calendar tracking deadlines, reporting requirements, and renewal timelines
- Assist with donor communications, event invitations, sponsor acknowledgments, and stewardship correspondence
- Support the planning and logistics of GON's fall anniversary celebration event
- Pull reports from the donor database to support the ED and board in prospect identification and campaign tracking

Qualifications

The ideal candidate is organized, detail-oriented, and comfortable moving between administrative, financial, and donor-facing work — someone who takes ownership, builds systems where none currently exist, and communicates proactively as part of a small, mission-driven team.

Essential Requirements

- 2+ years of experience in office administration, operations, or nonprofit coordination
- Strong organizational skills and attention to detail
- Comfort with financial processes: invoices, reconciliations, expense tracking, basic reporting
- Experience with or ability to quickly learn donor database or CRM platforms
- Excellent written communication skills — you can write a professional email and a donor thank-you letter with equal care
- Discretion and judgment in handling sensitive organizational and donor information
- Proficiency in Microsoft Office Suite and Google Workspace
- Eligible candidates must have reliable transportation for local travel to activities, meetings, and events as well as the ability to provide proof of insurance, if applicable. (Mileage reimbursed at the federal rate).
- Eligible candidates must have a current driver’s license and the ability to clear a background check.
- Ability to work weekends and occasional evenings with advance notice.
- Ability to meet routine physical requirements of the position (sitting, standing, walking, lifting, and carrying up to 35lbs).
- Comfort in working for extended periods in outdoor settings.
- Ability to work independently, manage competing priorities, and ask for help when needed

Preferred Skills and Abilities

- Experience in a nonprofit setting, particularly with grant-funded organizations
- Familiarity with donor management software (e.g., Bloomerang, Salesforce Nonprofit, DonorPerfect)
- Experience supporting fundraising campaigns, events, or development functions
- Knowledge of Southern Nevada's nonprofit, outdoor, or conservation community
- Bilingual (English/Spanish) — a plus given our community outreach work

Working Conditions & Expectations

- Full-time, in-person position based at our Las Vegas office (5075 Cameron Street, Suite H)
- Standard office hours with occasional evening or weekend availability for events
- Some outdoor work and volunteer events may be part of the role — we are an outdoor organization
- GON is a small team; flexibility, humor, and a collaborative spirit go a long way
- Benefits include health insurance, 401k match, paid time off, and holidays

Application Instructions
Submit a brief cover letter and current resume with contact information for at least two professional references with the subject "Operations and Development Manager" to info@getoutdoorsnevada.org. All email attachments must be in MS Word or PDF format. Please do not call for additional information. Email only.

Qualified candidates will be invited to complete an employment application and participate in an interview with current team members. Additional supporting documentation of applicant's experience may be requested at that time.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion, as stated above, Get Outdoors Nevada is an Equal Opportunity Employer that recognizes each person is an individual and does not discriminate against applicants or employees based on ethnicity, gender, color, religion, national origin, sexual orientation, ancestry, age, physical or mental disability, medical condition, pregnancy, marital status, or military status.